

CAF – Quick Process Guide



NEEDS IDENTIFIED
Child/young person identified with additional unmet needs.

CAF Information Team will check to see if there is an existing CAF or statutory service involvement

**CALL THE CAF INFORMATION TEAM
(0116) 252 7766**
To check if CAF is possible ???

IF ITS OKAY TO PROCEED ...
You will be given a Unique Ref. No.

Consent is required in order to complete a CAF. If no consent is given, notify the CAF team so that they can close the 'intent'

GAIN CONSENT
from family/young person

NO CONSENT
Notify CAF Team who will
RECORD REFUSAL



COMPLETE CAF ASSESSMENT
With family/young person

The ISH administrator will receive an electronic scanned copy of the CAF form. The ISH administrator will contact you once a TAC meeting date is agreed.

SEND ORIGINAL CAF FORM
to the CAF Team.

An Action Plan and Lead Professional are agreed here

PRESENT CAF CASE
to TAC or TFP meeting