



EHC Personal Budget Request Form

Name of child/young person:	Address:
Date of Birth:	
School/college child/young person will attend:	Date EHC Plan agreed:
This request is made for:	<input type="checkbox"/> A new EHC Plan <input type="checkbox"/> Following an Annual Review of the EHC Plan
Name of person completing this form:	Relationship to child/young person:
Outcomes and Special Educational Needs agreed in the EHC Plan for which a personal budget is being requested: (note 1)	
For each Outcome/SEN please describe how the allocation of a personal budget would be used to support success. Please include cost of arrangements if known. (continue on a further sheet if necessary) (note 2)	

Are any of the proposed arrangements to be met within the education setting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes has this been discussed with the head teacher? Please provide brief notes of this discussion.	
If request successful I would like the personal budget to be managed by:	<input type="checkbox"/> Direct payment to young person/parent (please delete as relevant) <input type="checkbox"/> Direct payment managed by third party <input type="checkbox"/> I would like to discuss further how to manage this
I understand that in order to process this request West Northamptonshire Council will need to access my child's EHC Plan and associated papers and may need to make enquiries of relevant professionals across agencies to obtain information and seek approvals before a budget request can be agreed.	Signature: Date:

For support and further information please contact:

Information, Advice and Support Service (IASS)
One Angel Square
Angel Street
Northampton
NN1 1ED

Tel: 01604 364772 **Email:** contact@iassnorthants.co.uk

Useful Document - 'Making it Personal' by DfE Kids, which provides guidance to support personalisation for families and can be found on Northamptonshire's Local Offer: [Making it Personal: A Family Guide to Personalisation, Personal Budgets and Education, Health and Care Plans](#)

Please return this form to:

Education, Health and Care Team, West Northamptonshire Council, One Angel Square, Angel Street, Northampton, NN1 1ED

Note 1: From the EHC Plan note the Outcome/s for which you would like to take a personal budget. The Outcome may include funding from one or more agencies.

Note 2: For each Outcome for which a personal budget is requested include the following information:

- How you will meet the needs and deliver the agreed outcome. This can include services directly purchased through the personal budget as well as community and family resources.
- The expected cost of this support.
- How you will monitor success