

2 April 2019

Dear Director,

Re: Applications for looked after children and care leavers - EU Settlement Scheme

I am pleased to advise you that the EU Settlement Scheme (EUSS) launched over the weekend.

This new scheme will enable all EEA citizens and their family members to continue living and working in the UK after it leaves the EU. We want EEA citizens and their families who have made the UK their home to stay, and the scheme enables those here before the end of 2020 to apply for their new immigration status.

You will be aware that local authorities (in England, Scotland and Wales) and Health and Social Care Trusts (in Northern Ireland) will have a vital role to play in supporting vulnerable children through the application process, to ensure that applications are made on behalf of all looked after children for whom you have parental responsibility and who are EEA citizens or family members of EEA citizens. You will also need to signpost the scheme – and range of application support available – to care leavers and those with whom you share caring responsibilities, so that all eligible children get their new status by the time the scheme closes in June 2021.

Over the past months, the Home Office has worked with a range of stakeholders to prepare local authorities and Health and Social Care Trusts to make these applications. This includes putting in place specific guidance, which I enclose here, as well as introducing a new paper application route for some exceptional cases. We have consulted with local authorities that participated in some early testing of the scheme to confirm that access to a paper form would provide a valuable alternative to the online application route, particularly in instances where the authority will be unable to obtain an identity document for a child.

The online application route remains the most effective and efficient way to make an application to the EUSS. We expect that where it is possible to do so, this route is used for looked after children and care leavers and the local authorities involved in testing confirmed it was easy to use. We accept your expert assessment of when a paper form might be more appropriate and will ensure that you are able to request a paper form for those specific cases.

Information about the paper form process has been included in the guidance pack attached with this letter. To access the paper form, it will be necessary for you to provide a designated email address to which the Home Office can send a copy of each paper form. You will need to notify that email address to the Home Office at feedback-EUSSsupportmodel@homeoffice.gov.uk. Note that these forms will only be issued to the

designated mailbox; the Home Office will not be making these forms widely available for any EEA citizen to use.

I enclose the guidance we have produced to help local authorities and Health and Social Care Trusts with this important work. This should provide all the information you require on all aspects of the work you will need to do. However, you may also call our new Settlement Resolution Centre, should you need any further assistance. We have established a designated line for you: **0300 7900566**.

We would welcome any feedback on the guidance pack, which we will keep under review and evolve if required to ensure it meets your needs. This can be sent to feedback-EUSSsupportmodel@homeoffice.gov.uk

I would also point you to a series of teleconferences available to give local authorities and Health and Social Care Trusts an overview of the process and to allow your staff to ask any questions. These will take place on the following dates and can be booked by emailing feedback-EUSSsupportmodel@homeoffice.gov.uk

23rd April 1-2pm
25th April 1-2pm
21st May 1-2pm
23rd May 1-2pm

I trust we have provided everything you need to ensure that applications can be made to the EUSS for all eligible children in your care and care leavers. The Home Office will monitor the scheme carefully over the coming months to ensure its success and that no eligible EEA citizen will be left behind.

Yours faithfully,

Rebecca Collings

Delivery Lead, EU Settlement Scheme
UK Visas & Immigration