

PF/LM



19 January 1994

Tommy Tarbett  
3 Campbell's Close  
2 Ogilvies Road  
DUNDEE

**Social Work  
Department**

6 Kirkton Road  
Dundee  
DD3 0BZ

Tel 0382 833933  
Home Help 0382 832431  
Fax 0382 88644

Dear Tommy

This is to inform you that I am going to close your case.

What little work is still to be finished ie last of the furniture you wished bought Hilda Thow, Carolina House Trust, Outreach Worker will tie up any loose ends.

If you feel that your case should remain open please get in contact with myself at the above address within seven days of receiving this letter giving reasons why you wish your case to remain open.

I shall inform Hilda Thow of my decision to close the case. Carolina House Trust are more than willing to help you finish furnishing your flat. If you have any other queries requiring help etc please get in contact with Social Work Department at anytime.

Well wishing you all the best for the future.

Regards.

Yours sincerely

Ms P Ford  
Social Work Assistant  
Young People Team 2

Director  
Peter James Bates

PF/LM



27 September 1993

Tommy Tarbett  
3 Campbell's Close  
2 Ogilvies Road  
DUNDEE

**Social Work  
Department**

6 Kirkton Road  
Dundee  
DD3 0BZ

Tel 0382 833933  
Home Help 0382 832431  
Fax 0382 88644

Dear Tommy

Hilda Thow, Outreach Team, Carolina House Trust informs me that you have been unable to go shopping to buy your household furniture yet.

I would be very grateful if you could get this piece of work carried out soon and the receipts for goods returned to myself. Hilda will help.

Once this has been done I will then like to meet with you and close your case.

You seem to be doing very well and not requiring as much contact with workers and that Carolina House Trust are still willing for you to call upon them as and when you want. I am looking forward to meeting you again sometime **before** the end of October. I can be contacted at the above address/number extension 217.

Yours sincerely

Ms P Ford  
Social Work Assistant  
Young People Team 2

Director  
Peter James Bates

PF/SM



1 September 1993

Tommy Tarbett  
3 Campbells Close  
2 Ogilvies Road  
DUNDEE

**Social Work  
Department**

6 Kirkton Road  
Dundee  
DD3 0BZ

Tel 0382 833933  
Home Help 0382 832431  
Fax 0382 88644

Dear Tommy

I understand that you are about to go off on holiday very soon and have been unable to buy furnishings for your flat with the allowance/grant given as yet.

I think that when you return from your holiday that you should as a matter of priority, make an effort and finish the shopping for the furniture goods.

I wish to tie up all the loose ends and meet and discuss with you about closing your case. I shall be in touch with Hilda Tow at Carolina House Trust to see that this work is carried out and a final meeting to be arranged.

Any problems or you require to get in contact, I am at the above address/telephone number extension 217. Hoping to see you soon have a nice holiday.

Yours sincerely

P Ford  
Social Work Assistant  
Young People Team 2

Director  
Peter James Bates



**Tayside**  
Regional Council

PF/SM

31 May 1993

Tommy Tarbett  
3 Campbell's Close  
2 Ogilvies Road  
DUNDEE

**Social Work  
Department**

6 Kirkton Road  
Dundee  
DD3 0BZ

Tel 0382 833933  
Home Help 0382 832431  
Fax 0382 88644

Dear Tommy

At present you receive from this department an Independent Living Allowance of £45.96 per week. This is made up of:-

|                       |        |
|-----------------------|--------|
| Food                  | £16.07 |
| Non working allowance | £11.22 |
| Clothing              | £5.67  |
| Electricity           | £6.00  |
| Bus pass              | £7.00  |
| Total                 | £45.96 |
|                       | =====  |

This allowance was given because you were a full time student. As you are about to finish your college course on 22 June 1993 the above allowance will be stopped. The last payment you will receive will be for £91.92 paid out on the week beginning Monday 14 June 1993 for dates up to and including Sunday 27 June 1993. As you are over 18 years old you are entitled to apply for Income Support, I suggest that you call in at your local DSS office, Lindsay House, Dundee to collect necessary forms to claim for this benefit.

You will be able to apply for Housing Benefit and Council Tax rebates.

Hilda Thow, your keyworker at Carolina House or myself will be more than willing to assist you in claiming these benefits.

It is best if you see to claiming these benefits as soon as possible without delay.

I have enclosed a letter to confirm when your allowance is to be stopped for you to give to DSS.

Should you require any further information or help please get in contact with myself at the above address/number ext 232.

Yours sincerely

Pamela Ford  
SWA Young people Team 2

Director  
Peter James Bates

PF/SM



31 May 1993

Department of Social Security  
Lindsay House  
Ward Road  
DUNDEE

**Social Work  
Department**

6 Kirkton Road  
Dundee  
DD3 0BZ

Tel 0382 833933  
Home Help 0382 832431  
Fax 0382 88644

Dear Sir/Madam

**Tommy Tarbett, dob 17.07.73**

The above named person has been receiving from this Department an Independent Living Allowance. As his college course is to finish on 22 June 1993 his last payment of allowance (for one week) will be for week beginning Monday 14 June 1993 to Sunday 20 June 1993, inclusive.

Should you require any further information, I can be contacted at the above address/number extension 232.

Thanking you.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'Pamela Ford'.

Pamela Ford  
SWA  
Young People Team 2

Director  
Peter James Bates