



Ad-hoc Foster Carer Payment Procedures

Process:
The process is initiated when the Child Social Worker or Foster Carer Social Worker identify an unmet financial need. Following an ad-hoc assessment, they agree to request financial support. The Foster Carers Social Worker then completes assessment of unplanned financial needs within case notes on Foster Carer's file on LCS. The Foster Carers Social Worker requests approval from their Manager by email outside LCS.

After the Foster Carer Manager has approved payment by email outside LCS, the Foster Carer Social Worker records approval in case notes on LCS. Following approval, the Foster Carer Social Worker/Manager inform Resources Team of payment outside LCS.

Resources Team Officer selects the right contract type, service type and the rest of the payment details on LCS. After the payment detail have been set up, the Resource Team Officer transfers the details for approval to the Resources Team Manager/Budget Holder within LCS

The Resources Team Manager/Budget Holder grants the approval and the Resources Officer transfers the Payment Plan to ContrOCC.
Group Head Approves Payment Run
Payment will take place automatically on day specified.

- Roles:
- Foster Carer Social Worker**
FC SW identify an unmet financial need
FC SW agree with the Child's Social worker to request financial support.
FC SW completes assessment of unplanned financial needs on case notes on Foster Carer's file on LCS.
FC SW requests approval from Manager by email outside LCS.
FC SW records approval in case notes on LCS.
FC SW continues with support plan
- Foster Carer Manager**
FC M approves payment by email outside LCS
FC SW/M inform Resources Team of payment by email outside LCS.
- Resources Officer**
RO selects the right contract type on LCS, and completes the service and the rest of payment details.
RO transfers the details for approval to the Resources Team Manager/Budget Holder within LCS
RO transfers the Payment Plan to ContrOCC.
- Resources Team Manager**
Resource Team Manager prepare payment run on ContrOCC
- Group Head**
Group Head/Budget Holder authorises payment run on ContrOCC

Key Principles:
The responsibility for Ad-Hoc payments to Foster Carers is with the Foster Carers Social Worker. The Childs SW needs to be informed and agree with payments that are related to the child.

- Tools:
Placement Information Record on LCS
Financial Assessment (on LCS)
Financial Assessment details (on ContrOCC)
Notes in Carer's file and Child's file (on LCS)
LCS/ContrOCC guidance for Resource Team – held by Resource Team