**Foster Carer, Connected Carers or SGO/CAO Carer**

**Payment process Flowchart**

**Placement Admissions/Changes/Discharges**

CSW completes CoC form re changes of legal (S20, ICO, CO, CAO, SGO etc) or placement (admissions/discharges and placement moves) changes – CSW needs to tick the box to’ Notify Placements’ – information re change in form should be *succinct and clear*

CTM authorises CoC form – this triggers notification to Placements Unit (PLACE) clipboard

Placements Admin complete Placements details form

Placement Specialist authorises Placement Details form – this triggers notification to placements admin (PLACEADM) clipboard

Placements admin update CoC spreadsheet – information used to inform health/ virtual school /accounts/corporate parenting payments/LA where the carer lives etc

Placements admin add new/revised CLA episodes/legal status etc to Carefirst (and notifies SGO/CAO admin if SGO/CAO order has been granted).

**Foster Carers/Connected Carers Payments**

Placements Admin update service package agreement re payments to foster carers

**SGO/CAO carers Payments**

SGO/CAO admin create service package agreement re payments to carers. SGO/CAO admin will ask the CSW to provide the necessary evidence prior to the payment being set up. SGO/CAO admin will then update means test, check Community Arrangements Panel (CAP) agreement before notifying Corporate Parenting Payments

Corporate Parenting Payments *set up or end* payment to Foster Carers, Connected Carers or SGO/CAO Carers on Care Pay - Payment run occurs every fortnight

**Payment deadline**

Completed and authorised forms needs to be sent to payments at least 2 weeks before payment date

**SGO or CAOs granted via private applications**

In situations where an SGO or CAO has been granted to a person who was not previously an approved connected carer, the CSW needs to contact SGO/CAO Admin directly to advise the order has been granted as no CoC’s form would normally be completed on the system for this.

**Payment Run Example**

Carers payment date: Thursday 01/06/2023

Form Authorisation\* Deadline: Friday 19/05/2023

Any forms completed/authorised between Monday 8 May to Friday 19 May would all be paid on Thursday 1 June. Therefore, the payment process can take up anything up to 24 days is the previous deadline is missed.

\*Please note that when forms are submitted, they still need to be processed by Placements, so a form submitted late on the deadline day might still miss the next pay run.

**Payment Deadlines for 2023**

|  |  |  |
| --- | --- | --- |
| **Deadline for authorised forms to reach Placements Admin** | **Period paid up to** | **Date that payment is made to carers bank account** |
| 19/05/2023 | 02/06/2023 | 01/06/2023 |
| 02/06/2023 | 16/06/2023 | 15/06/2023 |
| 16/06/2023 | 30/06/2023 | 29/06/2023 |
| 30/06/2023 | 14/07/2023 | 13/07/2023 |
| 14/07/2023 | 28/07/2023 | 27/07/2023 |
| 28/07/2023 | 11/08/2023 | 10/08/2023 |
| 11/08/2023 | 25/08/2023 | 24/08/2023 |
| 25/08/2023 | 08/09/2023 | 07/09/2023 |
| 08/09/2023 | 22/09/2023 | 21/09/2023 |
| 22/09/2023 | 06/10/2023 | 05/10/2023 |
| 06/10/2023 | 20/10/2023 | 19/10/2023 |
| 20/10/2023 | 03/11/2023 | 02/11/2023 |
| 03/11/2023 | 17/11/2023 | 16/11/2023 |
| 17/11/2023 | 01/12/2023 | 30/11/2023 |
| 01/12/2023 | 15/12/2023 | 14/12/2023 |

**Key:**

**CSW - Childs SW**

**CoC form - Change of Circumstances Form**

**CTM – Children’s Team Manager**

**CLA episode – Child Looked After episode**

**ICO – Interim Carer Order**

**CO – Care Order**

**SGO – Special Guardianship Order**

**CAO – Child Arrangements Order**

**May 2023**