**SGO Exceptional Payments Request Process**

**Admin:** sends summary to the Registered Manager for Fostering

Registered Manager fostering reviews the summary and makes a recommendation to the Head of Service Children in Care

Letter signed by Head of Service Fostering (or Delegated Officer) in line with the Financial Policy and sent to [**SGOfinance@Sandwellchildrenstrust.org**](mailto:SGOfinance@Sandwellchildrenstrust.org)headed SGO Financial Support Outcome

**Not Agreed**

Agreed

**Outcome recorded on LCS as Management Decision (Financial Support Agreed) and letter sent to the SGO carer/prospective carer (attach 2 copies of the agreement) and upload letter onto documents in LCS with notification sent to social worker and TM**

**Outcome recorded on LCS as Management Decision (Financial Support Not Agreed) and letter sent to the SGO carer/prospective carer and uploaded onto documents in LCS with notification sent to social worker and TM**

Signed carer agreement is returned to [**SGOfinance@Sandwellchildrenstrust.org**](mailto:SGOfinance@Sandwellchildrenstrust.org)

**SW NOTIFIES ORDER GRANTED TO:** [**Sgo\_support@sandwelchldrenstrust.org**](mailto:Sgo_support@sandwelchldrenstrust.org) **finance payments:** [**Karen\_webb@sandwellchldrenstrust.org**](mailto:Karen_webb@sandwellchldrenstrust.org)

**Admin: review, add to tracker, uploaded onto LCS Carer file documents**