

Leicestershire County Council
Placement Support Service
Financial Assessment Request
Work Instructions

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Document Control

Control Details

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Process Overview

Many of our Looked After Children are not placed with conventional foster carers but, instead, they live with a family member or a friend of the family. This is a Kinship Placement.

When a placement such as this is settled and it is clear that this is the 'forever home' for the child the carer may opt to ratify the placement by obtaining a legal order, usually a Special Guardianship Order or a Child Arrangement Order (there are other Orders but these are the most commonly opted for).

When a carer has gained a legal order they have the same legal rights as a parent in regard to the care of the child. To secure the placement and ensure that the family do not experience financial hardship we may need to offer some financial support.

Some households may experience greater needs than others so we do not offer a 'flat-rate' financial package. We need to assess the need of each household on an individual basis therefore a Financial Assessment is undertaken.

The child's Social Worker can contact our Finance Team via fps.finance@leics.gov.uk to request an assessment form. Our finance worker will email a blank copy of the form back to the worker who can then sit with the carer, if they feel they need help, or hand over the form and complete the relevant sections.

The completed form is then emailed back to fps.finance@leics.gov.uk from where the information is processed and a calculation of the entitlement is made.

The resulting calculation is sent in writing to the carer and is shared with the child's social worker.

Once the agreed sum has been approved by the Team Manager of the Supervising Social Workers or the Kinship Team, bank details have been received and the carer is set up on our systems as a Supplier regular monthly payments can be made to the carer via the Pay Run.

The carers will need to complete a reassessment annually to ensure that payments continue. If the reassessment form is not received the payments will be ended.

If a Financial Assessment is not completed we are not able to make payments to support the carer and the placement may become unsustainable.

Business Rules

The child's social worker needs to make contact with our Finance Team via fps.finance@leics.gov.uk to request a Financial Assessment form. This can either be emailed to the child's social worker, to the carer or posted out to them.

The carer, with or without the support of the social worker, needs to complete the Financial Assessment form. This can either be emailed back to fps.finance@leics.gov.uk or posted back to the Finance Team at Fostering & Adoption Finance, Room 500, County Hall, Glenfield, LE3 8RA.

We aim to complete a Financial Assessment within 5 – 10 working days. At this time the assessment is completed by a worker external to our department. We are aiming to gain agreement for our own team to complete these assessments with a view to a maximum turnaround of 5 working days.

Once the assessment is complete our Finance Team will write to the carer with the outcome and will share the information with the child's social worker and the supervising social worker.

The social worker will need to obtain the bank details for the carer and submit them to fps.finance@leics.gov.uk which will allow us to create the carer as a Supplier for Leicestershire County Council. This process is undertaken by EMSS and we are advised that the process takes between 7 – 14 days to complete. As we do not hold responsibility for this part of the process we are not able to hasten the timescale.

Once confirmation is received from EMSS that the carer is created as a Supplier we are able to begin making regular monthly payments, payable on the last working day of each month, via Pay Run.

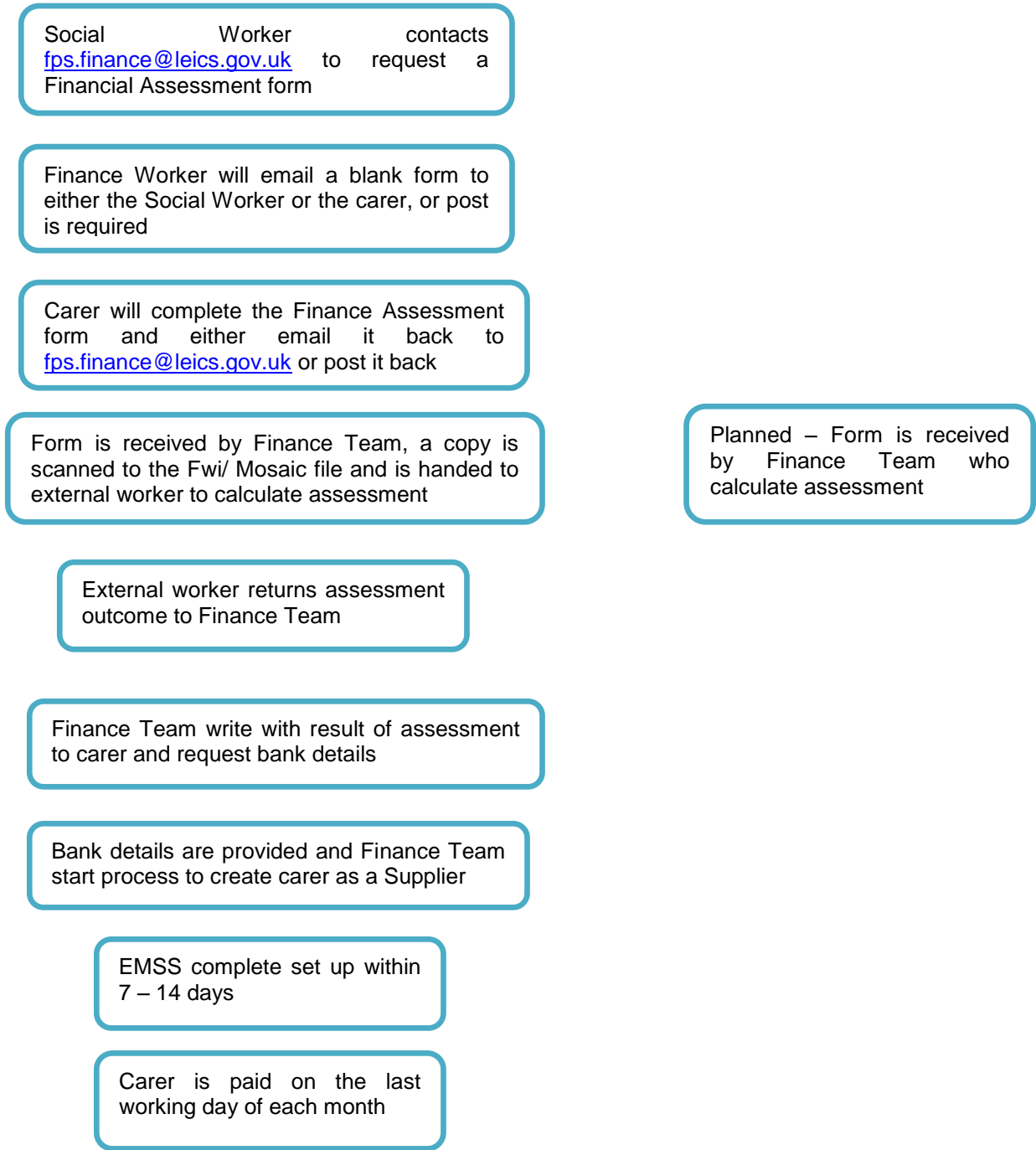
We are not able to make payments without having received carers' bank details.

Stakeholder Map

This process is used in support of the child's social work teams and the carer's social work teams as well as in support of the child.

We would consider the carer and the child to be our customers.

Flow Chart



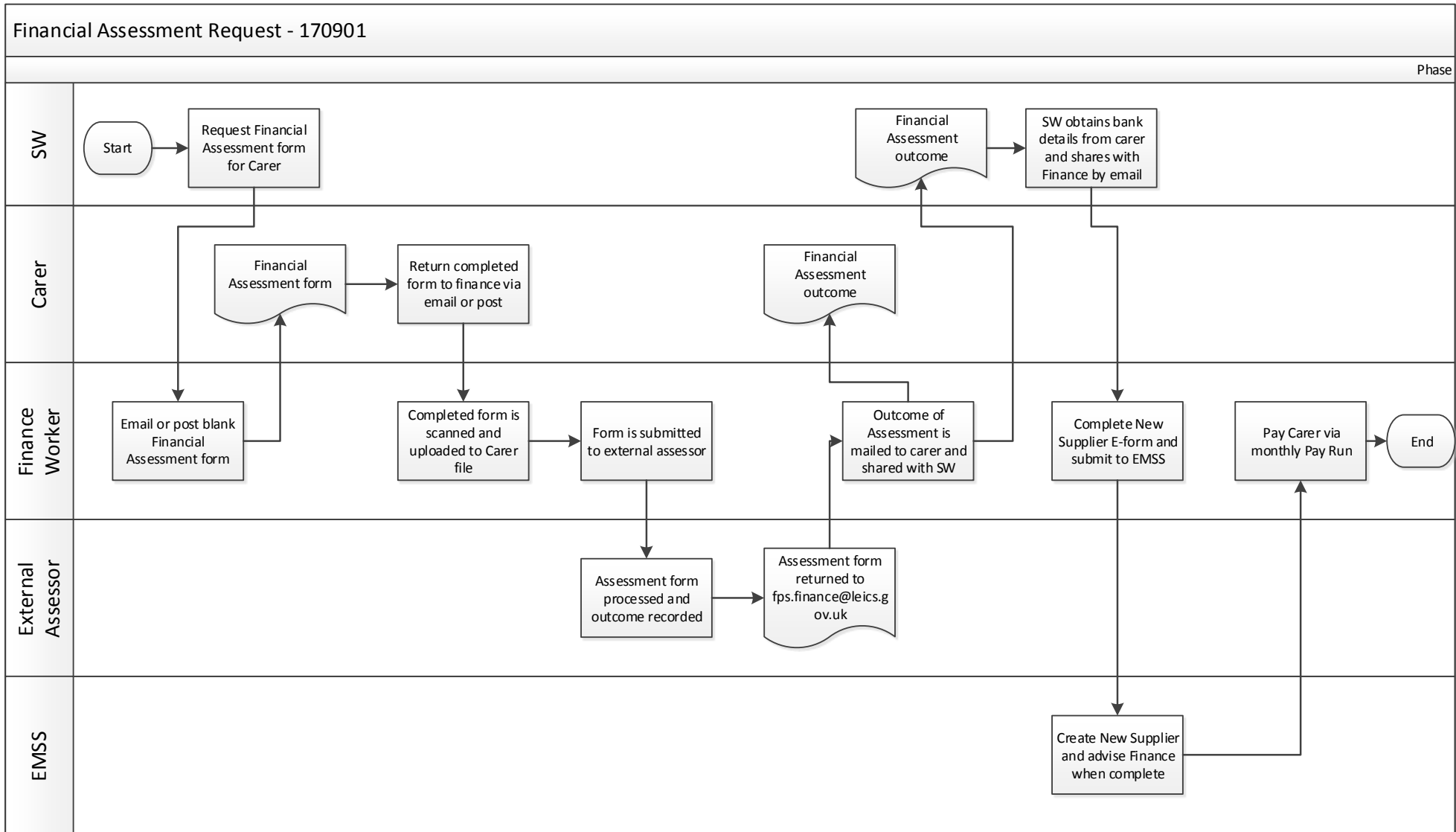
Work Instructions

Reference Number	Activity	Task	Systems	Role
1	New	SW contacts fps.finance@leics.gov.uk to request Financial Assessment form	Outlook	SW
2	New	Finance worker emails Assessment form to SW/ Carer – or mails it directly to Carers home address.	Manual	Finance Worker
3a	New	Carer completes Assessment form and returns to fps.finance@leics.gov.uk or mails it to Finance Team, Fostering & Adoption, Room 500, County Hall, Glenfield, LE3 8RA	Manual	Carer
3b	New	Alternatively SW may email completed Assessment form to fps.finance@leics.gov.uk	Outlook	SW
4	New	Finance or Admin Worker scans Assessment form and uploads to Carer file	Fwi/ Mosaic	Finance/ Admin
5	New	Finance Worker submits assessment to external assessor	Manual	Finance
6	New	External assessor completes Assessment within 5 – 10 working days and returns to fps.finance@leics.gov.uk	Manual	External
7	New	Finance worker mails outcome to Carer and SW	Royal Mail	Finance Worker
8	New	SW obtains Carers bank details and submits to fps.finance@leics.gov.uk	Outlook	SW
9	New	Finance set up Carer as a Supplier and submit E-Form to EMSS, found here: https://leics.sharepoint.com/sites/intranet/HDI/Pages/set-up-a-new-supplier.aspx		
10	New	EMSS complete set up within 7 – 14 days	Oracle	EMSS
11	New	Carer receives payment via monthly Pay Run on last working day of the month	Fwi	Finance Worker

Quality Assurance

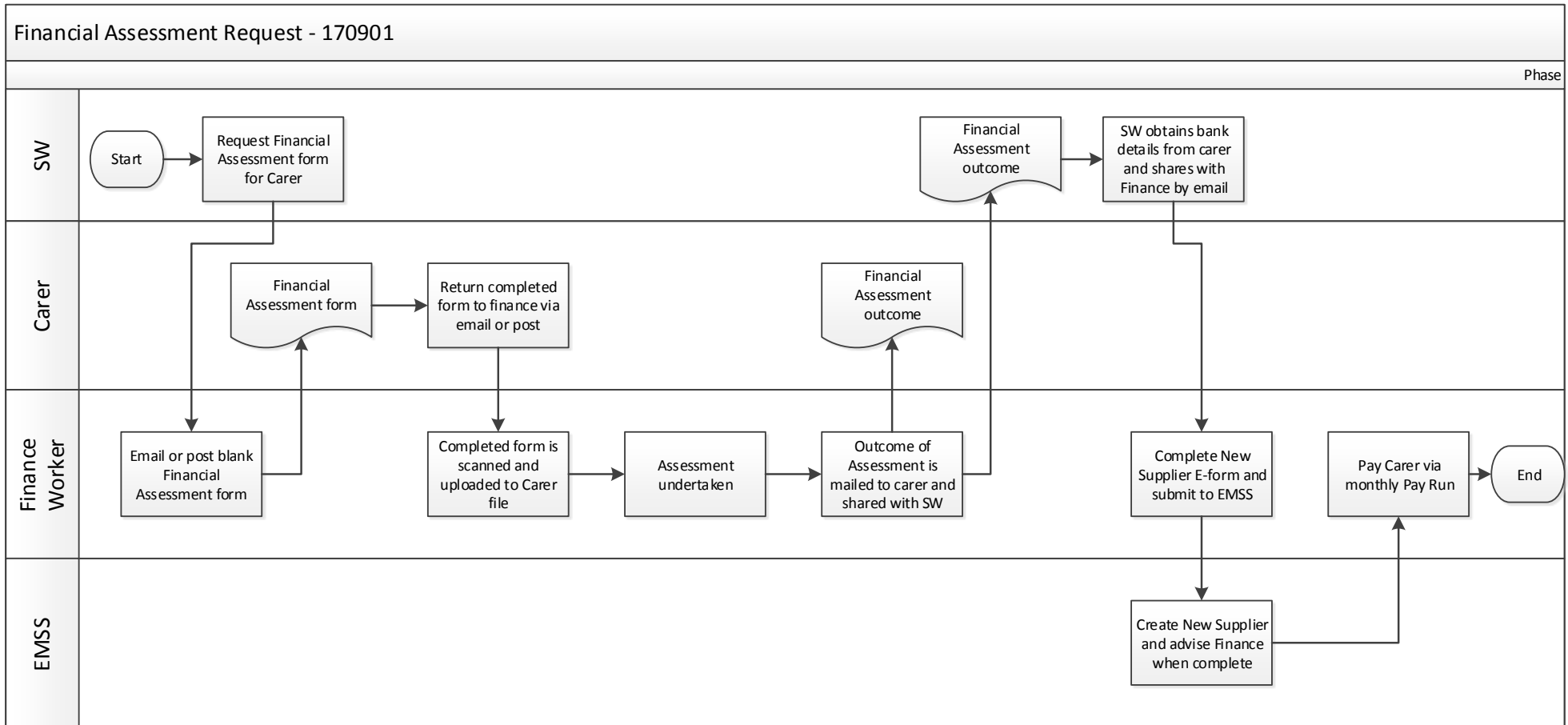
Business Process Maps

As Is



Business Process Maps

To Be



Appendix



Financial Assessment
Template - Re-done 1



Bank details
form.doc