**PAYMENT FOR SKILLS PANEL PROCESS (NEW APPROVALS)**

**Foster Carers transferring from another fostering agency at either Skilled or** **Advanced Level**

**DATE OF PANEL –** FosteringPanel makes recommendation on fostering approval and Skills Level. (Panel Advisor to advise panel on P4S criteria if necessary).

**WITHINN 10 WORKING DAYS** Fostering Panel ADM:

* Makes decision of Foster Carers Approval and P4S Level
* Records decision with reasons under PANEL/ADM tab on carers Liberi File
* Returns ADM Decision Sheet to Panel Admin with letters confirming new approval and P4S Level

Panel BSA sends approval letters to foster carers, uploads all panel paperwork to carers Liberi file & completes payments Form.

**BY MIDDAY 2 WEEKS PRIOR TO PANEL FSW submits signed electronic copy of fostering assessment and other panel papers as one document to** FosteringAssessment1@kent.gov.uk or FosteringAssessment2@kent.gov.uk

P4S Business Support Assistant (BSA) uploads panel papers to Egress Workspace.

**WITHIN FURTHER FIVE WORKING DAYS** Assessment Team Manager completes all usual Liberi tasks, **including Approvals tab,** with the correct P4S Level from the date of ADM Decision.

following the handover visit between Assessing SW and FSW with new foster carers.

**THREE WEEKS PRIOR TO FOSTERING PANEL** Team Manager quality assures Fostering Assessment including recommendation for either Skilled or Advanced Level to be paid.

Within Kent Fostering Assessment FSW to include:

* Recommendation of Skills Level in ‘**Registration Sought’**
* Foster Carer Statement of Evidence in ‘**Preparation, Training, Expectations, Development and Support’**
* Clear reasons for supporting a recommendation for the Skilled or Advanced Levels in the analysis of the above sectionand cross referencing to the evidence in the assessment as appropriate.