**Kent County Council – Council Tax aged 18-21 years**

**Procedure guidance for Business Support and Personal Advisors**

Care leaver will pass the council tax bill to their PA and where possible the care leaver will take a picture of the bill on their own phone for their reference.

The PA will request the care leaver to sign and date the declaration and will also sign and date as a witness to the signature.

PA will hand the council tax bill to their business support along with the signed declaration.

Business Support will: -

There will be cases where the council tax cannot be paid by direct debit such as multiple occupancy between care leavers and non-care leavers and in these situations KCC would only have responsibility for part payment applicable to the care leaver only.

These payments will be by standing order and admin will complete this form and email to the relevant district council. The amount on the form should be for the care leaver only, for example if the total amount of monthly payment is £200 KCC would be paying £100, the remainder will be the responsibility of the non-care leaver who would have to obtain the standing order from their bank and send the relevant district council.

***(note district council will not accept standing orders unless all parties liable for the total amount of council tax has set up the standing order each)***

If a non-care leaver refused to complete a standing order, then KCC will be unable to proceed and an alternative payment method would possibly be IProc.

**Monthly IProc procedure**

* Business Support will complete form FD629 and will forward to accounts payable
* On receipt of the council tax bill from the PA business support will process the payment as per the current procedure in place for council tax payments to ready homes.
* Business Support will update the spreadsheet and proceed to make monthly payments on behalf of the care leaver.

***(Note the budget codes remain the same as those used for Ready Homes)***

**Monthly reconciliation**

Corporate parenting will receive the monthly direct debit and standing orders paid out to the district councils by Treasury. (These statements will also be available on – line for the Business Officer at Worrall and Thistley)

Corporate parenting and Business Support will cross check the statements each month with the spreadsheet updated by admin for all payments listed for council tax by standing order and direct debit.

*There will be cases where it is unsure how to make the payment for some care leavers in complicated situations and each one will be dealt with individually with advice sought from corporate parenting.*