

CHILDREN'S SERVICES
ADOPTION INTERAGENCY FEES GUIDANCE

CHILD IDENTIFIED AS MATCH FOR ROCHDALE APPROVED ADOPTERS

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Interagency Meeting takes place. Interagency fees agreed. Contact details of placing Adoption Practice Manager and Purchase Order obtained from placing Authority and passed to BS Manager.

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Details of agreed placement (including name of Child, Adopters, placing Authority and OLA Adoption Manager) added to Interagency Fee Spreadsheet by Rochdale Adoption Practice Manager: <J:\Adoption\INTERAGENCY FEES\INTERAGENCY FEES.xlsx> & Business Support Manager notified.

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CHILD PLACED FOR ADOPTION

Adoption Manager or placing social worker notifies Business Support Manager. Business Support contact placing Authority to request Purchase Order (if not already received)

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Business Support updates Spreadsheet with financial information

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Business Support raise debtor account using Purchase Order received

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Up to date spreadsheet submitted to HOS monthly.

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BS Manager completes QA of spreadsheet quarterly & CIVICA to confirm payment received