

## CYPS OVERPAYMENTS IN RESPECT OF FOSTERING

Foster carer payments are generated on a finance system which generates BACS payments when relevant finance details are entered onto the adjoining social care system. A payment run is generated once a week, with the exception of the Christmas / New Year / Easter bank holiday when several weeks payments may be made to cover the holiday period. Once the payment run is generated, details are sent to the Creditors Team who then reconcile accounts generated to those paid. The payment run is completed every Thursday of each week with payments being received into foster carers bank accounts the following Tuesday of every week.

From 4<sup>th</sup> October 2020 all new payments on the finance system are processed a week in arrears rather than advance. This is to minimise and reduce the risk of overpayments.

When a child is placed into Local Authority Care the allocated children's social worker creates a Looked After Placement Plan on the social care system. The plan will detail the Foster Carer and the start date of the placement along with other details. Once completed, the Team Manager will receive an alert for them to authorise the Placement Plan. Once the Placement Plan is authorised the Business Support Team will receive an alert to advise them a new payment is required. Business Support will then pick up the alert on the social care system, and check all details are completed in full which are set up against the child and send for authorisation. Once authorised business support will generate payments on the finance system. Payments will be made until either the placement plan is ended (when the child leaves the placement) or a suspension is entered to stop payments.

In the event that an overpayment does occur, the below process will be followed to recoup any monies that are owed.

