Appendix B1

FAMILY & FRIENDS POLICY

RESIDENCE ORDER ALLOWANCES FLOWCHART

Social Worker

Either sends a financial declaration form to guardians, or requests that CPD Finance sends one to them direct.

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Applicants

Complete the financial declaration form and return it to CPD Finance.

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CPD Finance

Calculates the amount of allowance due and informs the social worker by e-mail.

↓

Social Worker **(Once final hearing date is known)**

Completes an approval form and passes to the locality manager for authorisation (including a copy of the memo / e-mail from CPD Finance)

On the approval form use Oracle codes as follows:

JC0638738 – areas 1&2, JC0738738 – areas 3&4, JC0838738 – areas 5&6

↓

Locality Manager

Authorises the approval form, if appropriate

↓

Business Support

Allocate an approval number

↓

Social Worker

Sends copy of approval form to CPD Finance (Liisa Smith) instructing payments to start and start date

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CPD Finance

Notifies Applicants by letter of payment amount and start date. Copy of letter sent to Locality Manager.

CPD Finance commence fortnightly payments