

What Makes The Difference? TOOLS and RESOURCES

NAME OF TOOL/RESOURCE: Financial Payment Methods (as part of Wigan's Financial Policy).

NAME AND REGION OF AGENCY/ORGANISATION THAT DEVELOPED THIS TOOL/RESOURCE:
Wigan Young People's Service.

Purpose and Brief Description of Tool/Resource:

This document is a section of Wigan's Financial policy and it outlines the various financial payment methods available and processes and procedures for implementing them. The policy helps to ensure that Personal Advisors, staff and young people are clear about all financial payment methods, procedures and process and helps young people to develop money managing, budgeting and banking, as part of developing their independent living skills.

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Contact details for further information about this tool/resource

Name and title: Sandy Mackenzie: Service Manager
Tel: 01942 487150
E: mail: s.mackenzie@wiganbmc.gov.uk

Evidence for the effectiveness/ impact of this tool/resource

Positive impact of this tool/resource:

1. Not known

7.0 Methods of Payment

- 7.1 Wherever possible young people's income maintenance should be paid direct into the young person's bank account. If a young person does not have an account, the personal adviser/after care worker should assist the young person in opening one. A bank account details and a sort code will be required by the finance section to set up direct (BACS) payments in to the young persons account. The young person may require a number of forms of identification including a photo identification and a letter or reference confirming their current address. Where young people do not have the necessary identification the personal adviser/after care worker will assist them to obtain the necessary identification. When the young person is in receipt of living allowances or benefit then the financial cost of providing this identification should be covered by the after care team.
- 7.2 Where there is a delay in setting up a young person's bank account or in exceptional circumstances where a young person is assessed as not being able to maintain a bank account, direct cash payments can be made on an agreed basis. In the latter, such arrangements may be most appropriate when a young person has poor self-management skills, a chaotic lifestyle or problems with drugs and alcohol. Exceptionally, consideration may be given to making part payments direct to suppliers, use of vouchers with at least £20 in cash. This method of payment must be specified in the Pathway Plan and reviewed regularly for suitability.
- 7.3 Whichever method of payment is used those young person not in employment, education or training **MUST** attend After Care premises on a Friday afternoon where they will be asked by an administration officer to sign for any monies due to them. They will be signing to say that they are available for work this week and have received the previous week allowance. Their allowance will be paid into their bank account the following week by BACS, unless circumstance exists as in 7.2 above. A copy of this form is included in Appendix C.
- 7.4 Any forms that are not received in Finance Section by Thursday 5 pm will not guarantee payment into individual bank account in the following week.
- 7.5 The monies paid to young persons will be the basic allowance only unless the After Care Team notifies Admin differently. This notification must be authorised by the Aftercare Team Manager and passed to the Finance Officer Aftercare no later than 5 pm on the Monday of payment.
- 7.6 The Finance Section will record any spend which is notified to them by the After Care Team on an individual young person basis, in order that a complete record can be maintained totalling all spend incurred per young person.

Care Leavers Finance Procedures

Ensuring Payment is made

Once the young persons bank account has been opened, inform Finance and Admin of the account details on the Notification to finance form. After care worker responsible.

Once the young person has attended After care premises and signed for monies due. Young person responsibility to attend or advise Aftercare of proper reason for failing to attend.

Admin to ensure that the A1 return form is sent to in Finance by no later than Thursday 5.00 pm

If the young person is due any additional monies i.e. travel or incentives, please ensure that Admin have been informed by no later than Monday 5.00 pm, in order that the young person can receive the monies in with their next payment.

Please inform Finance of any payments made to young people in order that they can record all income paid to each young person

Care Leavers

Financial Procedures

Ensuring Payment is made

Manager's Action (continued)

Friday Afternoons to sign for any monies due to them

This money will be available in their bank account the following Week

NEET young people should attend to sign for money and attend the Job Club, except in circumstances where a manager has agreed that the Young Person is not required or unable to attend.

Care Leavers Financial Procedures

