***Adults And Childrens Financial Services (ACFS)***

***Fostering Pay runs Explained***

Payments are made on a two-week basis retrospectively. We do not make any type of payment in advance including any expenses.

**Week 1** (Pay Run cut off week) – This will be the week all payment related paperwork should be submitted for the pay run by the relevant Child or Supervising Social Worker.

* The cut off is usually on the Thursday of week 1. All paperwork must be completed/submitted by approximately 4pm. \*This is subject to change for system downtime or Bank Holidays\*.
* **If paperwork hasn’t been received by the deadline, we cannot process the payment until the next pay run. This also applies for paperwork to end placements.**
* If a child is moved after the Thursday cut off, but within the two weeks’ pay period unfortunately **you will be overpaid.**
* As we are not able to set up a service in advance if a child is placed with you after the deadline, you will have to wait until the following pay period for your payment and back pay.

**Week 2** - The week that carers are paid. This is normally on a Friday

Adults And Childrens Financial Services check carer invoices against paperwork, payments are then released in our internal systems, then sent to your accounts subject to there being no system failures.

**Example One: Pay period 16/06/2024 to 29/06/2024**

Week 1 - Beginning 17/06/2024 – Cut off is Thursday 20th June 2024

Week 2 - Beginning 24/06/2024 – Pay date is Friday 28th June 2024

**Example Two: Pay period 30/06/2024 to 13/07/2024**

Week 1 - Beginning 01/07/2024 – Cut off is Thursday 04th July 2024

Week 2 - Beginning 08/07/2024 – Pay date is Friday 12th July 2024