

Procedure for Out of Approvals & Exemptions

Once a household is Out of Approval or subject to an Exemption Certificate, a **DECISION RECORD** needs to be completed on Carefirst. An activity also needs to be raised for **COMPLETE DECISION RECORD** and assigned to a manager. Print this off and pass to a manager for signing. Once signed please pass to Panel Clerk.

Raise an activity **COMPLETE OUT OF APPROVAL OR EXEMPTION** and assigned to Panel Clerk. Under the details section, please record the name of the child.

DUTY

FSW

If the placement has been arranged in Duty, then the Duty Worker will raise an activity **RECOMMEND TO FOSTER PANEL** and assign this to the FSW. In the details box put the worker's name and the date that an updated Chronology needs to be passed to Panel Clerk.

If the FSW has arranged a placement, they have 5 working days to forward an updated Chronology to Panel Clerk.

Panel Clerk will alert the responsible Fostering Social Worker by Carefirst Message informing them of the PANEL DATE and letting the FSW know they **have** to present at panel.

Once the paperwork has been presented to panel, Panel Clerk will close down the complete activity with the date it was seen at panel.