PM. No: I.PM.005-02

Title: nextstep Sub-contractor Claim Process

Date: July 2006 **Review Date: July 2007**

PROCESS

Service user in priority group is referred from nextstep Referral Point
or
Service user in priority group contacts sub-contractor direct.

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Advice or enhanced services in provided.

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Details of service user are entered into client database by 5th of the following month eg for claim in February client must be entered into client database by 5th March.

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New Pathways sends each sub-contractor a list of service users for advice and, where appropriate, enhanced services by 12th of the following month eg 12th March. Sub-contractors will receive a list of clients for February.

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Sub-contractor submits an invoice for the number of clients received from New Pathways with a copy of the client action plans to the Delivery Network Co-ordinator with 10 working days of receipt of the service user list.

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Invoice is signed by Delivery Network Co-ordinator (New Pathways Manager in Co-ordinator's absence) within 5 working days of receipt.

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Requisition to accompany invoice is created by administrative team and signed by Delivery Network Co-ordinator (New Pathway' Manager in the Co-ordinator's absence) within 5 working days of receipt of invoice.

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Requisition and invoice are sent to Connexions Finance Team within 5 working days of their receipt.

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Connexions Finance Team submits invoice to City of Sunderland for payment in accordance with Connexions document *E.P.007 Ordering and Procurement*

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Appropriate details are recorded by Connexions Finance Team in order that an appropriate claim may be made from Tyne and Wear LSC for next step activities

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Payment is made to Sub-contractor by City of Sunderland on behalf of Connexions Tyne and Wear's New Pathways Team.