

Access to Funds Procedure

April 2011



Assessment of Capacity
Certificate of Incapacity

SW Completes
ATF(1) Application
to OPG

OPG Issues
ATF(1)

SW sends ATF(1)
to Bank

Bank provides info
to SW

SW Completes
ATF(2) application
and fee to OPG

OPG Issues
ATF(2)

Issued to CSWO
and
Valid for 3 years

SW passes file to
Health and Social
Care Admin with
ATF(2)

Admin passes file
to Finance
(Treasury) ATF(2)

Finance/Treasury
Officer opens
bank account

Finance/treasury
officer sends
ATF(2) to clients
bank

Clients bank
transfer funds to
new account

Treasury/Finance Officer set up standing
orders/direct debits monitor account and
keep record of transactions

SW monitors day
to day
management and
reports to finance

ATF review held annually
or as appropriate - chaired
by team manager

If required SW
makes request to
Finance re any
changes

Death of Client
Funds in designated
account paid to
Executor

Finance officer
completes ATF(5)
to OPG