

**This document is available in Welsh /
Mae'r ddogfen hon ar gael yn Gymraeg.**

Date: 20 November 2020

Dear Direct Payments Employer,

COVID 19 – Statutory Sick Pay (SSP) Enhancement Scheme

We are writing to provide details of how to claim for the new Welsh Government Scheme above. The scheme is to provide support for care workers who are required to stay off work due to actual or suspected COVID-19, or because they have to self-isolate.

The scheme enables employers to pay the care worker **full pay from the first day of absence**. This removes the financial disadvantage to care workers of staying away from work. This will help to protect vulnerable citizens and supports the purpose of infection control.

The scheme is currently scheduled to run from 1 November 2020 until 30 September 2021.

Eligibility

A Personal Assistant (PA) paid through the Direct Payment scheme is eligible for this scheme if their contract of employment does not offer full pay for sickness absence.

If one of your PAs cannot report for work because they:

1. have symptoms of COVID-19 (they should take a test without delay – details available in the guidance section below)
2. have tested positive for COVID-19
3. are self-isolating due to being identified as a contact by NHS Wales Test Trace Protect (TTP) service
4. are self-isolating because a member of their (extended) household is self-isolating (has symptoms of COVID-19 or has tested positive for it)

you are able to claim either all of their sick pay or the part above SSP from Cardiff Council.

Please see the following guidance to assist you.

How to claim

The scheme is made up of three steps:

Step 1 – The Employee Declaration form

Step 2 – Understanding the guidance and supporting your employee

Step 3 – Making a claim

Step 1 – The Employee Declaration form

All eligible PAs need to complete Form 1 - the Employee Declaration form and return this to you. They can complete the form electronically and either email or hand it to you. You should keep the form in case you need to make a claim from the scheme.

The form is available from Dewis CIL's website <https://bit.ly/3bX70XW> in the SSP Enhancement Scheme section. If your PA is unable to access the internet, please contact us to request a paper copy using the details at the end of this letter.

You will be required to hold these forms for audit/checking purposes. Please note, all documents should be kept in a secure environment for at least 24 months.

Step 2 – Understanding the guidance and supporting your employee

As an employer you need to understand the eligibility criteria and guidance, and ensure your PA knows what they are entitled to.

There is another scheme available – **Self-Isolation Support Scheme**. You need to understand both schemes to help your PA decide which scheme is best for them and at what point to claim from either scheme. **They can only claim from one scheme at a time**. We would strongly encourage you to make yourself aware of the two schemes. **All guidance links are at the end of this letter.**

It is the PAs responsibility to only apply and claim for either the SSP Enhancement scheme or the Self-Isolation Support scheme for each relevant absence and to notify you of any changes from one scheme to the other.

Step 3 – Making a claim

If your PA cannot report for work they should contact you in line with your normal sickness absence reporting procedure.

If they have symptoms of COVID-19, they are expected to seek a COVID-19 test immediately and return to work as soon as they can. Tests can be requested through Dewis CIL (see guidance links at the end of this letter).

You will need to establish whether they are eligible for the SSP Enhancement scheme. If they are eligible and wish to claim, their timesheet should note this and state the eligible reason (number 1,2,3 or 4 above).

When submitting payroll information to Dewis CIL you need to confirm whether a claim for the SSP Enhancement is being made and if so, for which numbered reason. **You must hold a completed Declaration form prior to making a claim.**

**PLEASE REPLY TO: SSP Enhancement Scheme Room 342, Cardiff Council,
County Hall, Atlantic Wharf, Cardiff, CF10 4UW
Email: SSPEScheme@cardiff.gov.uk**

Once payroll has been run, Dewis CIL will submit the information to Cardiff Council on your behalf. Cardiff Council will then arrange for payment to be made to your dedicated Direct Payment bank account.

COVID-19 Test Results

Positive Test Result – If your PA receives a positive test result this will be viewed as a **new, separate absence**. They should provide you with a copy of the test result. At this stage your PA may choose to apply for the Self-isolation Support scheme instead (if eligible) as it may be more financially beneficial for them. They must let you know immediately which scheme they wish to claim from for this new absence period. **No overlap of schemes is permitted.**

Negative Test Result – If your PA receives a negative test result they should return to work if able. If they are still unwell due to a different illness, the SSP Enhancement scheme will end and wages for the remainder of their absence will reduce to what it would ordinarily be when they take sickness absence. They should provide you with a copy of the test result.

Guidance

For further information, please see attached Frequently Asked Questions or Form 1 – the Employee Declaration form.

You can obtain further information regarding the SSP Enhancement Scheme at:
<https://gov.wales/covid-19-statutory-sick-pay-enhancement-scheme>

You can obtain further information regarding the Self Isolation Support Scheme at:
<https://gov.wales/self-isolation-support-scheme>

PAs can also check eligibility for the SSP Enhancement Scheme:
<https://gov.wales/covid-19-statutory-sick-pay-enhancement-scheme-eligibility-checker>

PAs can request a COVID-19 test through Dewis CIL:
<https://dewiscentreforindependentlivin.eu.rit.org.uk/cardiff-direct-payments#testing>

This information is replicated on Dewis CIL's website <https://bit.ly/3bX70XW>

If you have any further queries, please speak to your Dewis CIL advisor on 02922 40 50 60.

Yours faithfully,

SSP Enhancement Scheme Team

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