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Mae'r ddogfen hon ar gael yn Gymraeg

Date: as per email

Dear Provider,

## **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.

This removes the financial disadvantage to care workers of staying away from work. This will help to protect vulnerable citizens and support the purpose of the fund with infection control.

The scheme runs from 1 November 2020 until 30 September 2021.

### **Eligibility**

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

1. have symptoms of COVID-19 (they should take a test without delay)
2. have tested positive for COVID-19
3. are self – isolating due to being identified as a contact by Test Trace Protect (TTP)
4. are self-isolating because a member of their (extended) household is self-isolating

You are able to claim either all of their sick pay or the part above SSP from the Local Authority, please see the following guidance to assist you.

### **How to claim**

The scheme is made up of three steps:

Step 1 – identification of eligible staff

Step 2 – understanding the guidance and supporting your employee

Step 3 – submission of claim and payment

### **Step 1**

We enclose a declaration form (Form 1 – employee declaration form). You need to pass on one copy of this form to each employee. Your employee needs to complete the declaration and return the completed declaration to you. These forms should be

completed by all of your staff and kept on file to ensure you have the required documentation in place, should anyone need to make a claim from the scheme. **You will be required to retain these forms for audit/checking purposes. Please note, all documentation needs to be kept in line with GDPR guidance. Therefore, all documents should be kept in a secure environment for at least 24 months as per the Welsh Government guidance.**

## **Step 2**

Employers need to understand the guidance and ensure your employee understands the guidance and what they are entitled to.

There is another scheme available to care staff – **Self-Isolation Support Scheme**, employers need to understand this scheme to help your staff decide which scheme is best for them and at what point to claim from either scheme. **You 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.

## **Step 3**

We enclose Form 2 – The employer claim form. This is completed by the employer and submitted to their local authority. It is intended to:

- Provide the local authority with information regarding the claims; and
- Request funding from the local authority in accordance with the scheme.

Once the local authority has completed its checks and received the signed Terms and Conditions, payment will be made.

Claims to Cardiff Council should only be made for employees, employed within the Cardiff Council boundary.

## **Contact us**

Please forward your claim forms and any enquiries to:

[SSPEScheme@cardiff.gov.uk](mailto:SSPEScheme@cardiff.gov.uk)

[CynllunTChTSS@caerdydd.gov.uk](mailto:CynllunTChTSS@caerdydd.gov.uk)

## **Guidance**

For further information, please see attached frequently asked questions or Form1 – employee declaration.

You can obtain further information regarding the SSP Enhancement Scheme at:

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

<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>

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

Yours faithfully,

SSP Enhancement Scheme Team

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