

## Communication on Care Inspectorate Fees

The Scottish Government has agreed to defer the need to pay Care Inspectorate continuation of registration fees for a period of three months. This is intended to support care service providers of all types at this difficult time. There are different consequences for services that pay Care Inspectorate continuation fees as a single payment compared to services that pay fees in 10 instalments via direct debits. The position for each fee payment option is set out below.

### Services Paying Fees as a Single Payment

You should already have paid your 2019/20 fee. If you have not already done so we will continue to accept payments. However, we have suspended our debt recovery processes for all but those at the most advanced recovery stage and are already subject to court action.

We will reinstate recovery procedures in July 2020. Please get in touch with us ([accounts.receivables-hq@careinspectorate.gov.scot](mailto:accounts.receivables-hq@careinspectorate.gov.scot)) if paying your fee is causing you financial difficulties as we are happy to discuss further arrangements to reduce financial pressures at this difficult time. For services paying fees in excess of £100 that are willing to enter into direct debit arrangements this can include switching to paying fees by instalment (see below).

For services we normally invoice in April of each year, we will not issue invoices until July 2020. This is a three month deferment of the fee you are due and is intended to help your cash flow position as the COVID-19 crisis continues.

For services we normally invoice in July, October and January each year this will not have any impact on when your fees are due.

We will review the position again with the Scottish Government in June 2020 and as a result may change this position.

### Services Paying Fees in Instalments via Direct Debit

The number of instalments you have remaining of your 2019/20 fee as at 31 March 2020 will depend on the quarter in which your service was invoiced as follows:

2019/20 Invoice Issued	Instalments remaining as at 31 March 2020
April 2019	0
July 2019	3
October 2019	6
January 2020	9

We will not collect instalments by direct debit in March, April, May or June 2020. The intention is to recommence collecting your remaining 2019/ 20 monthly instalments from July 2020. We will review this position in conjunction with the Scottish Government in June 2020 and let you know of any changes.

Please email us on ([accounts.receivables-hq@careinspectorate.gov.scot](mailto:accounts.receivables-hq@careinspectorate.gov.scot)) by 20 April 2020 if you do not wish to delay paying your balance of 2019/20 fees. We will then resume direct debit collections in April 2020 which will mean a one month delay to you clearing your balance.

If you wish to take advantage of the deferred collection of 2019/20 fees you do not need to do anything. We will not collect direct debits in April, May and June 2020 and recommence collections in July.

As noted for services paying fees in a single payment we will delay issuing invoices for services normally invoiced in April until July 2020. Therefore direct debit collections for the 2020/21 fee will commence in July 2020 (subject to further review in June 2020) and not May as would normally be the case.

For services issued invoices in quarters two to four, unless you have taken the option of re-instating direct debit collections for 2019/20 fees in April 20 there will be a knock-on effect to collecting your 2020/21 fee. The position is summarised below:

**The standard 10 instalment direct debit collection plans are:**

**Standard Position**

	<b>1st Collect</b>	<b>Last Collect</b>
Due to be invoiced April each year	May	February
Due to be invoiced July each year	August	May
Due to be invoiced October each year	November	August
Due to be invoiced January each year	February	November

**Fee collections will be as follows:**

**2019/20 Fee Position**

	<b>1st Collect</b>	<b>Last Collect</b>	<b>No Instalments taken</b>
Due to be invoiced April each year	May 19	February 20	n/a
Due to be invoiced July each year	August 19	Sept 20	Mar - June 20
Due to be invoiced October each year	Nov 19	Dec 20	Mar - June 20
Due to be invoiced January each year	Feb 20	March 21	Mar - June 20

**2020/21 Fee Position**

	<b>1st Collect</b>	<b>Last Collect</b>	<b>No Instalments taken</b>
Due to be invoiced April each year	July 20	April 21	May - June 20
Due to be invoiced July each year	Oct 20	July 21	n/a
Due to be invoiced October each year	Jan 21	Oct 21	n/a
Due to be invoiced January each year	April 21	Jan 22	n/a

**2021/22 Fee Position**

	<b>1st Collect</b>	<b>Last Collect</b>	<b>Return to Standard</b>
Due to be invoiced April each year	May 21	Feb 22	May 21
Due to be invoiced July each year	Aug 21	May 22	Aug 21
Due to be invoiced October each year	Nov 21	Aug 22	Nov 21
Due to be invoiced January each year	Feb 22	Nov 22	Feb 22

If the COVID-19 crisis continues and if fees are further deferred then this position will be revised. This may mean we need to reduce the number of instalments fee payments can be spread over before we can return to our standard collection pattern.

As with services taking a single payment option please get in touch with us ([accounts.receivables-hq@careinspectorate.gov.scot](mailto:accounts.receivables-hq@careinspectorate.gov.scot)) if paying your fee is causing you financial difficulties as we are happy to discuss further arrangements to reduce financial pressures at this difficult time.

If you have questions or want to discuss this please email us at ([accounts.receivables-hq@careinspectorate.gov.scot](mailto:accounts.receivables-hq@careinspectorate.gov.scot))