

Self Employed Support Workers – Payment Process Update
– December 2017

Durham Association for Family Respite Services (DAFRS) provides a direct deposit payment service for families who choose to have their hired workers paid this way. Invoices once approved are sent to DAFRS on a bi-weekly basis, based on an annual schedule issued by DAFRS at the beginning of each calendar year.

- The DAFRS direct deposit payment system is available to families if they choose to have support worker invoices paid through this centralized service. Contracted self-employed support workers will be advised by the hiring family as to how invoices will be paid and the expected payment dates.
- All individuals being paid through DAFRS direct deposit service must provide a void cheque or a hard copy of their banking information from their financial institution, along with contact information, email address and telephone # when hired. Invoices cannot be paid until the DAFRS office has this information. The worker is responsible to advise the accounts payable department of changes to either bank information or contact information.
- Completed, authorized Invoices must be submitted by the deadlines indicated in the annual payment schedule in order to be processed and paid on time. Deadline is 4:30 p.m. on Monday. Invoices can be hand delivered to the DAFRS office timesheet mailbox, general mailbox that is accessible from outside the office after hours, faxed to 905-436-3587 or emailed to ksieben@dafrs.com.
- All invoices must be filled in completely and authorized by the authorized family member or designate. Invoices received that are not complete and/or not authorized will be removed from the payment file and an attempt will be made to get the required information to meet the payment deadline.
- The annual payment schedule indicates the date the deposit should be expected in the support workers designated bank account. This deadline will be met unless there are extenuating circumstances beyond the control of DAFRS. DAFRS will make every effort to contact all workers if there is a deviation from the schedule as soon as DAFRS is aware payment may be delayed. Families will also be notified by email.
- If a worker does not receive payment for their submitted invoice on the expected date, they should contact DAFRS accounts payable (Kathy Sieben) at 905-436-2500 ext.2209 or ksieben@dafrs.com Your invoice may not have been received as expected or there may be a problem with the payment information. Kathy will respond as soon as she has determined the reason for the non-payment and will advise what needs to happen for payment to be processed.
- Self-employed contract workers are responsible for declaring their income to Revenue Canada and making legislated deductions and remittances. DAFRS will provide the worker with a letter stating the total amount billed for the calendar year within 60 days of the end of the year, to assist with income tax filing.
DAFRS is not the employer and is providing a payment service only.