

Monitoring

Social Services require you to submit monitoring to them every 4 weeks. This is just to ensure that your Direct Payment is being used appropriately to meet your needs as identified in your care plan.

It is not at all difficult, and we can show you how to do it and provide ongoing support if necessary.

Every 4 weeks you need to send them copies of the timesheets, signed and dated by the Personal Assistant, copies of your Direct Payments bank statement and complete the simple form and return this to the appropriate person in Social Services.

Here is the simple monitoring form used by current Direct Payments users, however we can work with you to create an individual form that meets your particular requirements.

DIRECT PAYMENTS MONITORING FORM

Date/Month -

Starting Bank Account Balance -

Money Received from Social Services -

Wages Paid to Personal Assistant/Other Expenses (dates paid) -

New Bank Account Balance -

Your Name and Address -

This form should be sent with a current bank statement & copies of timesheets/receipts etc to: