

Setting up your Direct Payment

You will be supported in all areas of the process, from contacting the social worker/care co-ordinator, support during assessment, opening a bank account, recruiting staff, monthly monitoring and anything else you need around the management of Direct Payments.

1. Assessment with Social Worker/Care co-ordinator who will determine whether you are eligible for services. If you are a care plan will be drawn up and you can, if you wish, request to have your services provided via a Direct Payment.
2. Open a bank account with a chequebook in order to receive Direct Payment money.
3. Once the care plan has been agreed you will sign a contract with social services and the agreed amount of Direct Payments money will be paid into your bank account.
4. Start process of recruiting staff if this is the support you require. If not, arrange services you wish to access/purchase.
5. Direct payments rates –
Lambeth will provide you with £10.21 per hour weekdays and £12.03 per hour weekends and public holidays. From this amount we suggest that you put aside £2.00 per hour in order to develop a contingency fund. This will leave you with £8.21 and £10.03 per hour to pay your Personal Assistant.

6. You will have to get Employers' Liability Insurance. Lambeth will cover the cost and we can provide you with the relevant details.
7. If your Personal Assistant earns more than £116 per week then as an employer you have to arrange for tax and National Insurance contributions. You can either work directly with the Inland Revenue or employ a Payroll Company to do this work for you.
8. Complete monthly monitoring forms to show how money is spent.

If this seems a lot of work, don't worry, once you have been supported in the setting-up and management of the Direct Payments it will soon become very familiar. Remember that the Direct Payments Team is always available to help.