

## Summary of your responsibilities as a Direct Payments User

There are certain responsibilities you have as a Direct Payments user to social services and as an employer.

Remember, don't be daunted – DASL Direct Payments Team ensure that you have a dedicated caseworker to assist you in all these areas.

- Monitoring for social services to be completed usually every four weeks
- Employing someone legally
- Tax and National Insurance contributions
- Employer's Liability Insurance
- Paid Leave and sick leave
- Managing Staff

There is a section on each of these areas giving more details as to your responsibilities.