

Direct Payments Guide

Children and Young People Disability Service

What are direct payments (DPs)?

A direct payment is a payment given to a parent or carer by Achieving for Children (AfC) so that they can arrange and pay for support for a child or young person who is eligible for a service from the Children and Young People Disability Service.

What are the three Direct Payment Schemes?

There are two different types of Direct Payments: Scheme A and B

Scheme A Direct Payments can be used to employ a Personal Assistant (PA) of your choice

Scheme B Direct Payments allows you to use Direct Payments to employ a PA through a care agency

Scheme C Direct payments can be used to commission the specific intervention they require through a provider.

How can I apply for DPs?

The need, level of support/ provider and the number of hours support each week, will be assessed by a social worker or family support worker and presented to the Short Breaks and Post 18 Panel or Resource Panel. If agreed, the Children and Young People Disability Service will contact the parents or carers to set up the direct payments (DPs).

What do I need to set up DPs?

- Sign a direct payment agreement between Achieving for Children and yourself.
- Set up a designated bank account for the money to go into.
- Employ a personal assistant (PA) to support your child or young person **(Scheme A and B)**
- Comply with current employment, health and safety and equal opportunities legislation. **(Scheme A and B)**
- Ensure the PA has a DBS check that contains no information that would prohibit them from working with children and young people. **(Scheme A and B)**
- Record the hours worked by the PA each week on timesheet to be submitted with returns. **(Scheme A and B)**
- Facilitate the payment to the PA for hours worked. The parent or carer should discuss and agree with the PA whether payments will be made weekly or monthly. **(Scheme A and B)**
- Retain all receipts/ invoices for monthly submission for proof of purchase/ payments Regularly (monthly) complete the monitoring forms and submit them to AfC.

Do AfC review my DPs?

The level of support will be reviewed annually to assess if the care package continues to meet your child or young person's needs. If your child or young person's needs alter before the review takes place, please contact your child or young person's social worker or family worker or CYPDS (01628 685878).

The Council will monitor your returns on a monthly basis and review the support if money is being accrued, misused or returns not sent in on a regular basis as outlined in the agreement.

Why do I need a separate bank account?

When monitoring the direct payment, AfC will need to see the transactions in and out of the account. If they are looking at a personal account, there will be other transactions not linked to the support of your child or young person.

How do I find a PA for my child or young person? (Scheme A and B)

Some people have a friend or family member in mind before they ask for DPs. AfC will inform you of who you can hire as a PA. You can contact your child's or young person's school or college, as many teaching assistants are happy to work with children and young people out of school hours.

Does the person I want to employ as my child's or young person's PA or the provider I wish to use need previous experience with working with children and young people with a disability?

No, they don't. However, it is helpful for the PA or provider to have had some experience.

Why do they need a DBS? (Scheme A and B)

To safeguard yourself and your child or young person we ask that anyone working with children and young people have a DBS check carried out.

What companies should I use for Insurance and Payroll? (Scheme A and B)

As an employer you need to take out and maintain insurance to cover any employment related claims, public liability, professional indemnity and liability and, where relevant, medical malpractice insurance within the agreed budget.

[Fish Insurance](#)

You must also register with payroll and pensions for each of your PAs.

[Enable Payroll](#)

[Pensions Regulatory website](#)

As an employer, do I need to pay for a pension for my child or young person's PA? (Scheme A and B)

As their employer, you need to register on the [Pensions Regulatory website](#) If the PA does not want a pension, you are still required to register on the website to notify them that your employee does not want a pension.

Who cannot be employed to care and support my child or young person?

The Care and Support Regulations 2014 states the direct payments cannot be used to employ any person living in the same household as the person, who is the child or young person's:

- parent
- brother or sister
- stepbrother or stepsister
- aunty or uncle
- grandparent
- cousin

When will I get the money?

The payments are made each month and will be in your bank account on or before the first of the month. The money is paid in advance for the coming month (4 week period)..

Payments are calculated over a 12 month period. If additional funds are agreed for school holidays these will be averaged throughout the year. **(Scheme A and B)**

The payment is made as a one off payment and then reviewed after the period in which the payment of the last session with provider ends **(Scheme C)**

What can I use the DP for?

The DPs are for a short break for your child or young people. They can be used to employ a PA to take your child or young person into the community, or for support within the home as assessed by the social worker or family worker. **(Scheme A and B)**

The DP is for service users who need services outside of current resources or for service users who wish to arrange their own support for an agreed assessed need and specific intervention through a provider. **(Scheme C)**

What happens if my support (PA) or provider is temporarily disrupted?

Ensure there are contingency arrangements in place in case the services or support you need is temporarily disrupted within the agreed budget. This will include both planned and unplanned absences of an employee due to sickness, annual leave or closure of provider. Before a contingency arrangement can be arranged/ paid for, the Local Authority must be contacted and they will decide if the money can be spent on that service.

What can't DPs be used to pay for?

You cannot use DPs towards permanent residential care. You cannot use DPs for health care services such as speech and language therapy, occupational therapy, physiotherapy or support for education purposes.

What happens if I don't use some or all of the DP money?

When monitoring your account, AfC will be aware of any excess money in the account. The SEN Commissioning and Short Break Manager will contact you to discuss this and a plan will be put in place which may include putting your payments on hold for a set amount of time or for the excess money to be returned.

The assessed 4 week payment is to be used within those 4 weeks and not rolled over or accumulated. **(Scheme A and Scheme B)**

The assessed payment for each session is to be used within a 4 week period and not rolled over or accumulated. **(Scheme C)**

What happens if I forget to send the monitoring forms to AfC?

If AfC have not received any completed forms from you at the end of the month, AfC will contact you to find out the reason why and to offer support if needed. If returns have still not been completed and returned within a three month period or within 28 days when requested, AfC will put your payments on hold until the monitoring forms have been received.

Monitoring forms are to be sent back via email to:

suki.hayes-lapham@achievingforchildren.org.uk

rbwmfinancialcontrol@achievingforchildren.org.uk

If you have any further questions, please contact:

Suki Hayes - Lapham

SEN Commissioning and Short Break Manager

Telephone: 07894 237390

Email: suki.hayes-lapham@achievingforchildren.org.uk