

Setting Up a Direct Payment Checklist

Individuals and families should be provided with information regarding direct payments and options available to them during the care and support planning process. Use checklist for requests for direct payments.

| Task | Check | | |
|---|---|---|--|
| Consider Capacity and complete a Mental Capacity Assessment if required- decision specific ‘Does the person have capacity to request a direct payment?’ If not a request must come from someone wishing to manage a DP on their behalf- An Authorised person. | | | |
| Consider conditions to agree to a direct payment: Part of this must include discussion regarding support available to them, such as DDCIL, managed accounts, payroll etc. | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Adult with Capacity</p> <ul style="list-style-type: none"> Has capacity to request a direct payment and any nominee is in agreement. Not excluded under s33 Adult or their nominee is able to manage (with support if required) Satisfied that it is an appropriate way to meet eligible needs </td> <td style="width: 50%; vertical-align: top;"> <p>Adult lacking capacity to request</p> <ul style="list-style-type: none"> Check if the person requesting the DP is LPA or Deputy, if not check if someone else is, if so they must agree to the DP. Not excluded under s33 Authorised person is able to manage (with support if required) Satisfied Authorised person will act in the individuals best interests Satisfied it is an appropriate way to meet eligible needs. </td> </tr> </table> | <p>Adult with Capacity</p> <ul style="list-style-type: none"> Has capacity to request a direct payment and any nominee is in agreement. Not excluded under s33 Adult or their nominee is able to manage (with support if required) Satisfied that it is an appropriate way to meet eligible needs | <p>Adult lacking capacity to request</p> <ul style="list-style-type: none"> Check if the person requesting the DP is LPA or Deputy, if not check if someone else is, if so they must agree to the DP. Not excluded under s33 Authorised person is able to manage (with support if required) Satisfied Authorised person will act in the individuals best interests Satisfied it is an appropriate way to meet eligible needs. | |
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| Where a direct payment is not agreed, provide written details with reasons for refusal. | | | |
| Direct payment agreement signed by the person responsible for direct payment. Provide DP recipient with the explanation of the direct payment agreement. | | | |
| Provide DP recipient with the direct payment information pack and discuss direct payment options, contracting with an agency, purchasing services or employing personal assistants. | | | |
| Where DP recipient is employing personal assistants, ensure signpost to Skills for Care, details in the information pack. Ensure they are aware of employer responsibilities such as tax/NI. | | | |
| Complete the Direct Payments Support Assessment Form | | | |
| Complete Care and Support Plan/Support Plan, documenting how individuals will use the direct payment, the amount and frequency of the direct payment. The Support Plan should also document support arranged to manage the direct payment and contingency arrangements such as who to contact if that individual is unable to manage the direct payment for any reason | | | |
| Request direct payment amount through purchase order request including any lump sum payments if required, including start date. (Weekly direct payments made to clients cannot exceed the IB, any lump sum costs will be deducted from the weekly payment unless there is additional funding in the IB) | | | |
| If a personal assistant has been identified; discuss DBS* (enhanced) checks if appropriate. (*only mandatory where a child under 18 years lives in the household, otherwise advisable) Arrange a visit to see personal assistant and check DBS documentation as required. | | | |
| Advise individual of paperwork to be sent to direct payment finance team every 4 weeks: <ul style="list-style-type: none"> Timesheets or copy of invoice Bank Statements 4 weekly expenditure summary | | | |

Upload the following documents to framework I titled 'Direct Payment Forms'

- Original printed details of the bank account, i.e. letter from the bank, paying in slip, printed details from online banking.
- Signed direct payment agreement

Forward original documents to direct payments finance team at county offices.

Please check that the forms have been signed and dated AND do not forget to include the Start Date on the PO and Support Assessment

Remember to refer for FABO for non-residential services.

Further information and support with any aspect of setting up a direct payment can be provided by the direct payment social work team. Please contact Camille Pace for any advice or to arrange a joint visit if required.

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