

Having a direct payment agreement with us

If you have a direct payment to meet your needs, we will ask you to sign an agreement with us. This is so that you and we will understand what we are each responsible for. You **MUST** read the agreement in full before you sign it. You can get advice on the agreement first if you would like to.

Here is a quick summary of what you need to know about the agreement:

1. The right way to meet your needs

We will only make, or continue to make, a direct payment where we think it is the right way to meet your needs. This means we must agree that a direct payment is value for money



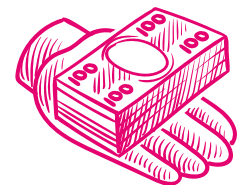
2. Making payments to a direct payment card account

Unless we have agreed differently with you, we will make your direct payments to a direct payment card account. The direct payment card provider (EMI) asks for an additional set of terms and conditions to be signed on top of our agreement with you



3. Your financial contributions

We will make your direct payments minus any financial contribution you make to the costs of your care. You must pay your financial contribution to the account every four weeks



4. What you must spend the direct payment on

You must only use your direct payment to meet the needs set out in your support plan. You are responsible for any money you spend, or arrangements that you make, using your direct payment. You must keep records of what you spend, and show them to us if we ask



5. Checking the background of the people you pay

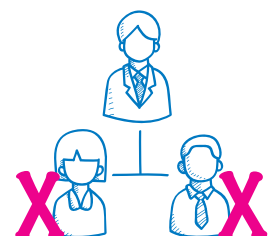
We strongly recommend that you get criminal record (DBS) checks for anyone you employ or buy services from using your direct payment. You cannot use the direct payment to pay for the checks, unless we have agreed it with you



6. People who you can't pay using a direct payment

You must not use your direct payment to

- pay your partner or a family member living in the same house as you
- pay the same person to help manage your direct payment and to give you care unless we have agreed it with you



7. Using registered care organisations

If you use your direct payment to buy personal care from an organisation (for example, help with washing and dressing), the organisation must be registered with the Care Quality Commission (CQC)



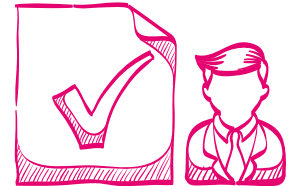
8. Being an employer

If you employ someone (for example a personal assistant), you must make sure that you have the right insurance and comply with your duties as an employer. We may ask for evidence that you are complying with your duties



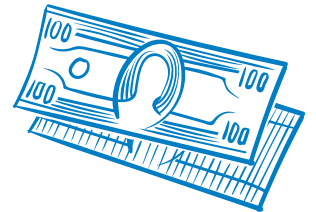
9. Using self-employed people

If you use people who are self-employed, you must make sure that they are properly registered with HMRC ('the tax man'). We may ask for evidence that this has been done



10. Paying at the minimum wage

You can only use your direct payment to pay people at the minimum wage, unless we have agreed it with you.



11. Regularly reviewing your direct payment

We will review your direct payment regularly. When we review it, we may need to ask others for information about you, for example people who are caring for you. We will use the agreement as evidence that you have consented to us asking for this information



12. Making changes to your direct payment

You must keep doing what you agreed to do by signing the agreement, or we may stop making direct payments to you. In some circumstances, we might reduce the amount we pay you, or we might ask you to repay your direct payments to us. Your direct payment might be paused or ended. We won't do that without a good reason, and we will try to give you at least 28 days' notice before we make any change.



This is only a summary. You **MUST** read the agreement in full before you sign it. You can get advice on the agreement before you sign it if you would like to.

If you have any questions about your direct payments, please contact your usual worker, or the Single Point of Access on **01472 256256**. You can find out more about direct payments here: <https://livewell.nelincs.gov.uk/adult-social-care/direct-payments/>