

# Your guide to Direct Payments



A Direct Payment is money from the Council you use to choose and pay for your care and support.

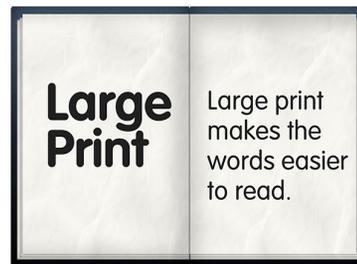


**Kingston Centre For  
Independent Living**

Empowering Disabled People



# HELP



If you want help to understand this guide, or you need it in Large Print, in audio or another language, please get in touch:

Telephone: [020 8546 9603](tel:02085469603)  
Email: [enquiries@kcil.org.uk](mailto:enquiries@kcil.org.uk)

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# Welcome to our Guide



Thank you for choosing to use Direct Payments to give you more choice and control in your life.



Direct Payments are the same as Individual Budgets.

## Individual budgets



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**Kingston Centre for Independent Living (KCIL for short)** will give you all the support you need to use your Direct Payment well.

# About Direct Payments



A Direct Payment is money you get from the Council after they have agreed that you need support.

The Council will decide how much money you can get.



You use the money to choose and pay for your care and support instead of getting a service from the Council.

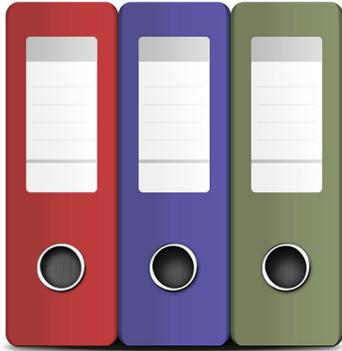


Direct Payments give you more choice and control to do the things you want in your life.



Direct Payments are paid into your Direct Payment bank account every four weeks.

# About Direct Payments



You will need to keep records of how you are using your Direct Payment.

**Personal Assistant  
Time sheet**

Employer's name:.....

Personal Assitant's name:.....

	Pay rate	Total earned before Tax & NI	Employer's Signature	Personal Assistant's Signature
<b>Week 1</b> Ending 8 April				
<b>Week 2</b> Ending 15 April				
<b>Week 3</b> Ending 22 April				
<b>Week 4</b> Ending 29 April				

You will need to keep receipts and time sheets for your Personal Assistant (support worker).



You will need to pay towards your Direct Payment.

You may be able to claim some money back to cover any extras you pay for because of your disability.



**KCIL** can help you with your Direct Payment.

A member of your family or a friend can also help you with your Direct Payment.

# What support will I get?



**KCIL** can help you to find a Personal Assistant.



We can help you to be a good boss to your staff.



We can help you to pay your Personal Assistants.



We can help you to manage your Direct Payment money.

# What can I use my DP for?



You can use your Direct Payment (DP for short) for paying someone to help you with your care and support.

These care or support workers are sometimes called Personal Assistants or PAs for short.



You can use your Direct Payment for supporting you to do things and go out and about.



You can use your Direct Payment to help you work, learn or volunteer.

# What can't I use my DP for?



You cannot use your Direct Payment to pay household bills.



You cannot use your Direct Payment to do anything that is against the law.

# How do I get started?



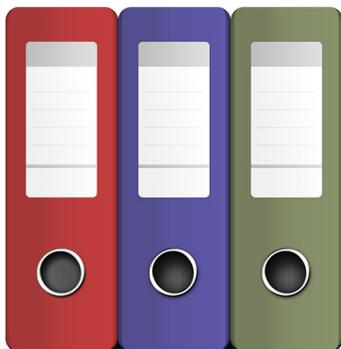
You will need to open a bank account for your Direct Payment.



You will need to sign the Direct Payment agreement.

January	February	March	April
M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5 6 7	1 2 3 4	1 2 3 4	1
8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11	2 3 4 5 6 7 8
15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18	9 10 11 12 13 14 15
22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25	16 17 18 19 20 21 22
29 30 31	26 27 28	26 27 28 29 30 31	% 24 25 26 27 28 29
May	June	July	August
M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5 6	1 2 3	1	1 2 3 4 5
7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
28 29 30 31	25 26 27 28 29 30	% % 25 26 27 28 29	27 28 29 30 31
September	October	November	December
M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
1 2	1 2 3 4 5 6 7	1 2 3 4	1 2
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30	% 25 26 27 28 29 30

Your Direct Payment will be paid into your Direct Payment account every four weeks.



You will need to keep records of how you are using your Direct Payment.

# Getting a Personal Assistant



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**KCIL** can help you with all the things you need to do to get a Personal Assistant.



We can help you to write a list of all the things your Personal Assistant will support you with. This is called a job description.



We can help you write a job advert and putting it on **www.Find-a-PA.com** or in a local shop.



We can help you use our **Find-a-PA website** which lists Personal Assistants looking for work.

# Getting a Personal Assistant



We can help you choose who you want to interview.



We can help you write some questions you want to ask people at the interview.



We can help you interview people.

# Employing a Personal Assistant



When you have chosen who you want to have as a Personal Assistant we can help you with the things you need to do next.



We can check your Personal Assistant is allowed to work in this country before you offer them a job.

It is against the law to give someone a job who is not allowed to work in this country.



We can help you ask for a police check. This is called a **Disclosure and Barring Service** (DBS) check.

The DBS check tells you if your Personal Assistant is safe to work for you.



We can help you get references for the person you want to have as your Personal Assistant.

References tell you about your PA's work experience and skills.

# Employing a Personal Assistant



We can help you choose how many hours you need your Personal Assistant to work for you and the times they work.



We can help you write a work contract.

This will say what hours your Personal Assistant will work, how much you are going to pay them and their holiday and sickness rights.



We can help you make sure you pay your Personal Assistant the right amount of money for the work they do.



We can help you choose how you are going to pay your Personal Assistant.

We can help you get someone else to do this if you want.

# Employing a Personal Assistant



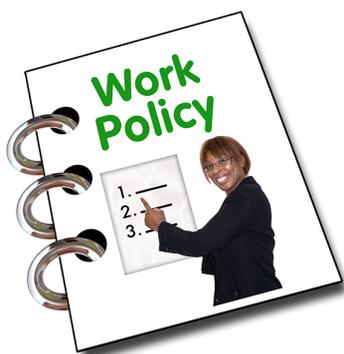
We can help you get employer's liability Insurance. By law you must have this.

We can help you with this and explain what it is.



We can help you to keep work records.

These set out things like the hours worked by your Personal Assistant, any accidents they may have had, and their sick days and holidays.



We can help you with your Personal Assistant's work rights.

Your Personal Assistant has the right to the national minimum wage and to a work contract.



We can help you make sure you and your Personal Assistant stay safe.

# Employing a Personal Assistant



We can help you with Health and Safety.

This means making sure your PA works safely in your home and they know what to do in an emergency.



We can tell you about how we keep private any information we hold on you.

This information could be your address, your date of birth, support plan details and your Direct Payment bank details.





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# Kingston Centre for Independent Living

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Getting good lives for people  
with learning disabilities  
in Kingston

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