

Integrated Disabled Children's Service Direct payments set up process

Single Assessment identifies an unmet need

Fieldwork team manager & allocated caseworker discuss best option to meet unmet need including in-house provision - Community & Home Support, Short Breaks, Direct Payments etc

Direct Payment identified as a possible option

Allocated caseworker meets with parent/carer to discuss options and explain how a direct payment works

If the parent/carer wishes to apply for a direct payment they read and sign a 'Requesting a direct payment' (DP01) form

Give family a copy of the Direct Payments Policy

Parent/carer to sign 'Requesting a Direct Payment' (DP01) form

Allocated caseworker submits an 'Application for a Resource' form to VCM requesting a direct payment

VCM Panel accepts or declines request for Direct Payment (DHoS level or above only)

If declined, see individual outcome

If accepted, Service Support issues an Agreement (DP03) and New Customer Form (DP04) and sends to parent/carer/representative to complete

Parent/Carer returns signed Agreement and completed New Customer Form to the Light House and Service Support sets up payments on LCS/ControCC with Finance Department

The 'Application for a Resource' must be accompanied by:

- 1. Single Assessment which covers:
- need
- ability of parent/carer to maintain a Direct Payment package
- why the proposed support is cost effective
- Which rate of DP is being requested and why
- Details of any set up costs to be included - see Rates structure (DP02)
- Details of any representative and/or payroll service to be included in contract
- 2. Signed 'Requesting a direct payment' (DP01) form

Direct Payment pack is sent to parent carer, including:

- 1. Initial Payment letter
- 2. Financial monitoring guidance & Spending forms (DP05/DP06)
- 3. Copy of counter-signed Agreement (DP03)
- 4. 4-weekly payment schedule

Review process commences