

Direct Payments: **Sheet 4**



Things you must do



When you choose to have a direct payment there are **responsibilities** or things you must do.

You must:



- Sign the agreement to say you understand the rules about having a Direct Payment



- Tell the Council if your care needs change



- Have a separate bank account and pay your direct payment into this



- Keep clear records to show the Council how you spend the money

If you pay a Personal Assistant you must:



- Stick to the law about employing staff

Your direct payment can include money to pay for things like advertising, insurance or training.



There is more information about this on the Skills for Care website:

www.skillsforcare.org.uk



Sheet 6 is about training for your personal assistant.

How to contact the Direct Payments Team



Telephone: 0300 300 8341



Email:

directpayments@centralbedfordshire.gov.uk

