



Audit and review of your Direct Payment Expenditure

Leicestershire County Council have a responsibility to ensure that the money available to pay for adult social care is spent fairly and wisely to achieve best value for money for everyone that needs support. You must only use the money to pay for services to meet the agreed needs in your support plan. You are responsible if you use the money incorrectly.

When do we review and audit your Direct Payment?

Your Direct Payment account will be audited a few weeks after you first start to receive your Direct Payment to check everything is correct. If you need additional support or are finding it difficult to manage the Direct Payment and require help you can speak to your adult social care worker at this first review or call 0116 305 0004 to discuss the options available.

If everything is in order it will be audited again around 12 months later during your annual care and support review.

How do we audit your Direct Payment?

If you have a Direct Payment Card Account, we will check this online and compare each transaction against your support plan.

If you have a dedicated bank account, you will be asked to provide statements. The Council may also ask to see invoices and receipts for payments made so it is good idea to keep these safe somewhere so you can produce them when asked.

During the audit the Council will look at the statements and compare each transaction with the documentation you have provided.

If you employ a Personal Assistant (PA) the Council will also check, you are making the required payments for National Insurance and Income Tax on behalf of the PA to HMRC and Pension contributions to your chosen Pension provider and that you have the appropriate Employer's Liability Insurance in place.

The Council will also check that you have made your personal regular contributions (if applicable) and at the correct amount.

This information sheet is for guidance only.

<https://www.leicestershire.gov.uk/adult-social-care-and-health>



What happens if you spend your Direct Payment incorrectly?

If you do not follow the rules or pay for things not covered in your support plan, the Council may:

- Require you to pay the money back
- Attach strict conditions to continued receipt of a Direct Payment
- Insist that your Direct Payment is moved from your dedicated bank account to a Direct Payment Card Account so it can be monitored more easily
- Finally change the way you receive your care and support to a budget managed by the Council

If there are extra funds in your Direct Payment account that you do not need

The Council will review the balance of your account and request money is paid back if there is more than 4 weeks allowance remaining after any payments outstanding have been made.

They will often check the balance of your account in between your review dates and may contact you at this time to request any excess funds are paid back. If this happens it is important that you advise them of any outstanding bills you have so your account is not left short of money.