



What support can I get to manage my Direct Payment?

You can manage your own budget (Direct Payment) if you choose to do so, but there are various ways that you can have support if you need to.

If you need or want help to manage your Direct Payment, you can ask someone else to manage the money for you. The person or organisation you ask will need to be willing, able, and capable of managing your Direct Payment.

Nominated person

If you have the ability (mental capacity) to decide to receive a Direct Payment but want or need support to manage it, you can ask a family member or carer (unpaid) to help. They are known as a nominated person. The nominated person may receive and manage the Direct Payment on your behalf or they may just support you by helping with telephone calls to make payments or understanding how to set things up on-line.

A nominated person must be approved by the Council as someone suitable to carry out this role. The nominated person must sign the Direct Payment Agreement with you.

Authorised person

If someone does not have mental capacity to decide to receive and manage their Direct Payment but has someone appointed to act in their best interest, that person can receive and manage the Direct Payment on the person's behalf. They are known as an authorised person.

An authorised person must be approved by the Council as someone suitable to carry out this role. The authorised person must sign the Direct Payment Agreement.

Third Party Money Management Service

If you have mental capacity to decide to have a Direct Payment and you need help and support to manage it, but have no one suitable to support you, you can get support from an organisation, who is independent of the Council. You will still be responsible for the Direct Payment. The Council call this a Third-Party Money Management service. They will be responsible for managing the Direct Payment and paying invoices etc received for care and support provided to you as set out in your support plan.

This information sheet is for guidance only.

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

Adult Social Care



The organisation you choose must sign the Direct Payment Agreement with you.

The organisation may charge for their service. This can be included in the Direct Payment you receive from the Council up to a set amount.

Payroll Management Support

Some people choose to use their Direct Payment to employ their own carers, known as Personal Assistants. One of the responsibilities of becoming an employer is to ensure that your Personal Assistant is paying the correct amount of tax and national insurance. There are providers that can take on this task for you by providing payroll support, and the Council also has a team that offer this service, so you can be sure that this is being done correctly. Any charges for this type of service will be included within the Direct Payment you receive up to a certain amount.

This information sheet is for guidance only. Written by people who use Direct Payments. April 2024

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