

“Who will receive the direct payment monies?”

There are a number of accredited providers that can offer a supported account service to hold your direct payment money on your behalf. If you are considering managing the money yourself please see the below table highlighting key things to consider.

Managing your own bank account
<ul style="list-style-type: none">• You make your own payments from your own bank account, for example, you sign your own cheques.
<ul style="list-style-type: none">• The people you pay will see the name of your bank account on their bank statement or cheque.
<ul style="list-style-type: none">• It is obvious you are in control of your money.
<ul style="list-style-type: none">• You might get interest on your money (this will depend on your bank).
<ul style="list-style-type: none">• You need to keep records of what you spend and you will need to complete monitoring forms regularly for Norfolk County Council (NCC) – Equal Lives can offer information and advice to get you started with this.
<ul style="list-style-type: none">• You can check how much you have in your account by contacting your bank.
<ul style="list-style-type: none">• You are responsible for checking the information on your account is right.
<ul style="list-style-type: none">• You are responsible for all transactions on your account.
<ul style="list-style-type: none">• You can access your money to release it instantly.

Setting up your Self Managed Account

You will need to open up a separate dedicated bank account to be used solely for your Direct Payments. If you receive Independent Living Fund, this can go in the same account. You will need to let the direct payments team know that you have set up a bank account and what the sortcode and account numbers are so that they can send your money to the account. They will tell you how often the money will come into your account as this depends what you are using your direct payment for.

The direct payments team will send you information on how to monitor the account and what information you will need to send them, things like receipts, timesheets and invoices. There will be a form that will need to be completed every 4 weeks and sent with the receipts to the Direct Payment team at Norfolk County Council.

You may need to make a personal contribution. If you do you will receive a letter from Norfolk County Council about how much this will be. You will need to pay this into your account on a weekly or 4-weekly basis so that you have enough money to pay for your care and support. Norfolk County Council also need to see that you are making regular payments. You can ask your bank how you can set this up as you could set it up to be a regular standing order.

If you need further information and advice about setting up your own bank account or the information that Norfolk County Council need from you, you can call Equal Lives on 01508 491210.

Setting up a Supported Account with an accredited provider

If you have chosen an accredited provider to hold your money in a supported account then you will need to contact them to find out what is required to set this up.

Changing how you receive the money

You can change your mind and move from managing money yourself to using a supported account service or vice versa at any point. If you want to change from self managing to having, a supported account from an accredited provider you will need to speak with your care assessor to ensure that you have enough money in your contingency to cover this or to discuss how this will be paid for.