**LD Direct Payment Financial Assessments process for before a young person reaches age 18**

Care Act Assessment and Support Plan completed by social worker and agreed by Manager.

A Direct Payment would be requested in the Support Plan.

The Support Plan would be agreed via Eclipse or go to Exceptions Panel, depending on cost.

Once Support Plan is agreed, the Direct Payments Team will be notified via Eclipse.

Social Worker will contact Enham to make a referral.

Social Worker will make a FAB Referral (at same time as referral to Enham).

Enham will visit the person.

Social Worker will do a Capacity Assessment to confirm whether the person can manage their Direct Payment. If they can’t, the social worker would complete the Responsible Person paperwork.

Then move to process below.

**LD Direct Payment Financial Assessments Where an Individual is Reaching 18**

When an individual transitions to Adult Services at the age of 18 it is necessary for a Financial Assessment to be completed to determine the correct contribution they are required to pay towards the cost of any ongoing care.

In Direct Payment cases, to ensure that the individual receives the funds to manage their care needs from their 18th Birthday the following process should be followed:

1. Funding to be agreed as gross pending FAB assessment.
2. Once gross funding agreed, the Direct Payment Team will issue the Undertaking Form to the service user/Legal representative as part of the finance agreement
3. Once the Direct Payment Undertaking is retuned signed by the appropriate parties, the Direct Payment Team will pay the direct payment “gross” until the financial assessment has been completed
4. Care Professionals to continue to make a referral to the FAB Team in the normal way, approximately 1 month before the 18th birthday
5. FAB Team will carry out the financial assessment (NOTE: individuals reaching 18 will be required to make applications for State Benefit entitlement to be paid and the financial assessment cannot be completed until these benefits are in payment and the individual/their financial representative has provided a fully complete FAB1 along with supporting documentation)
6. FAB Team may require additional information from the Care Manager regarding certain “disability related expenses” that they individual/their financial representative declare to ensure that the expense is directly related to their care/support needs and is identified in the care plan
7. Direct Payment Team will track all clients who are paid “gross” pending a financial assessment.
8. FAB will inform Direct Payment Team when the financial assessment is complete and the weekly amount of assessed contribution to be paid
9. Direct Payment Team will send an amended finance agreement with the agreed client contribution for service user to sign and return
10. Direct Payment Team will calculate any backdated client contribution (that SBC have paid on behalf of the client via gross payments) and this will be recovered from the next months Direct Payment made to the individual, if there are sufficient funds in the monthly payment to recover the amount, if not then this will be recovered over a period that allows for this from the monthly payment and will be communicated to the service user.
11. The service user will also need to pay the assessed Client Contribution amount into their DP account to ensure they have enough funds to cover their care. This will communicated via the FAB letter sent to the SU detailing their assessed CC and the Direct Payment Team or Enham (if a managed account) when monitoring the account ensuring there are enough funds.
12. If an individual contacts to say that recovery of the backdated contribution will cause them hardship then an invoice will be raised by the Direct Payment Team for the amount owed to SBC and the service user can request a payment plan via Credit Control Team who will consider and undertake with the service user if agreed.