**DIRECT PAYMENT**

**Children & Young People’s Disability Team**

Need is assessed.

Write a FSP Referral and a Direct Payment/Personal Budget –

Referral to Finance/WCIL.

Submit (FSP Referral and a Direct Payment/Personal Budget Referral to Finance/WCIL)

To FSP in the usual way.

FSP to make a decision.

Following Panel, the team manager will make any necessary amendments to the costings and authorise it, emailing the form (“Direct Payment/Personal Budget – Referral to Finance/WCIL”)

to Admin Manager (finance).

Admin Manager (finance) will draw up the DP Agreement and email it to the family, and will also email the form to WCIL (password protected). Posting will remain an option but this will slow the process. If a PA is to be employed, the Admin Manager (finance) will organise the insurance and notify WCIL to start DBS.

Families will be encouraged to email the completed and signed Agreement Form back to Admin Manager (finance) but will also have the option of posting it back.

The signed Agreement Form will be emailed to the manager who will print, sign and scan it back to Admin Manager (finance).

Once Admin Manager (finance) has the signed Agreement and confirmation that a DBS and Employer Liability Insurance is in place, s/he will release the first payment and put the commitment against the authorising team code. Payments are usually made to the family every six months in advance.

If a PA is to be employed, WCIL will process the DBS.