

Direct Payment Starter Checklist v2 2021

This checklist is designed to help you get started with Direct Payments. Your Social Worker, Vibrance or the Brokerage Team will help you.

Task	Yes/No
Complete your support plan which will show how you want to use your direct payment.	
Your Social Worker will need to approve and sign your support plan.	
Once your support plan has been approved you will need to sign the plan.	
Decide whether you would like a payroll provider to manage your direct payment on your behalf or whether you or a nominated or authorised person will manage it	
If you are managing your direct payment yourself, have you received your pre-payment card?	
Direct Payment Contract – have you read the terms and conditions and signed the form?	
Do you understand how your direct payment will be monitored by the London Borough of Barking and Dagenham?	
If you are employing a Personal Assistant, have you provided them with a copy of their employment contract and obtained their signed employment contract back?	
If you are employing a Personal Assistant, do you know how to obtain advice and support from Vibrance if you have an employment related matter which you need to resolve with your Personal Assistant? If the matter is serious do you know the number to call to get advice from your home employment insurance provider's legal advice service?	
Set up your care and support as set out in your plan - the part that will be managed through a Direct Payment	
Make sure you set up your standing order for financial contribution payments into the direct payment account which should be every 4 weeks	
Keep all receipts and invoices	
If you have chosen to opt out of using a pre-payment card have you set up a dedicated bank account to receive your direct payment, you must keep your bank statements and also set up a standing order into the account to pay your contribution if you have been assessed as needing to pay one.	

If you have any questions you can contact Vibrance on 0204 513 2233 bdsds@vibrance.org.uk or the Brokerage Team on DirectPayments@lbbd.gov.uk