

When someone manages your direct payment for you

A direct payment is usually paid to you so that you can arrange and pay for your own support.

Some people choose, or need, someone else to manage the direct payment for them. A direct payment can still be used in these situations, as long as the right arrangements are in place.

Different ways a direct payment can be managed

There are several ways a direct payment can be managed. Your social care worker will talk with you about what works best for you.

a) You manage it yourself with support

Many people manage their own direct payment but get help with some tasks, such as:

- paperwork
- checking payments
- keeping records.

In this case, the direct payment is still paid to you, and you remain in control, with support alongside you.

b) A Nominated Person manages it for you

If you decide you do not want to manage the direct payment yourself, or if you are not able to make the decision, you can choose someone you trust to manage it for you. This is called a Nominated Person.

A Nominated Person:

- manages the direct payment on your behalf
- must use the money in line with your care and support plan.

This could be a family member, friend, or someone else you trust.

If the direct payment is used to employ paid staff, the Nominated Person takes on the responsibilities that come with being an employer.

A Nominated Person cannot be paid from the direct payment to provide care.

c) A suitable or authorised person manages it for you

If you are not able to make the decision to receive or manage a direct payment yourself, a suitable or authorised person can manage the direct payment on your behalf.

This person:

- receives and manages the direct payment for you
- must act in your best interests
- makes sure the money is used to meet your needs and the outcomes in your care and support plan.

A suitable person is someone the council agrees can manage the direct payment for you. An authorised person is someone who already has legal authority to act on your behalf.

A suitable or authorised person:

- cannot be paid from the direct payment to provide care or services
- takes on employer responsibilities if paid staff are employed using the direct payment.

d) A managed account option

If you do not have someone who can help manage the direct payment, the council can look at a managed account option.

This is where an organisation helps with managing the money and making payments, while the direct payment remains yours.

How responsibilities are handled

Anyone who manages a direct payment on your behalf must follow the rules set out in the care and support plan and the direct payment agreement.

This includes using the money only for agreed support, keeping basic records, and telling the council if circumstances change. Support is available to help people manage these responsibilities.

How this is agreed

Before a direct payment is set up:

- your social care worker will talk with you about the best way to manage it
- the arrangement will be recorded in your care and support plan
- the person managing the direct payment will sign a direct payment agreement.

This helps make sure everyone understands their role and responsibilities.

If the arrangement stops working

If managing the direct payment becomes difficult, it is important to tell your social care worker as soon as possible.

The council can:

- look at what extra support may help
- review the arrangement
- agree a different way of managing your support if needed.

Help, advice, and support

Your social care worker can talk with you about whether direct payments are right for you, explain the process and tell you what happens next.

Speak with your social care worker or contact Adults' CarePoint by phone on 01243 642121 or on the [How to get adult social care support page](#) on the West Sussex County Council website. For calls using Relay UK: 18001 01243 642121 (for deaf callers from a textphone or the BT Relay UK app).

We have a contract with **Independent Lives** to provide advice, information, guidance and practical support for people who receive direct payments. This can include help with employing a personal assistant, payroll, insurance and day-to-day questions. Contact Independent Lives by phone on 01903 219482 or email at info@independentlives.org.