



How to get a Managed Account Service

Getting a Managed Account Service usually starts with your assessment, when your social worker will inform you about Direct Payments.

If you wish to have Direct Payments but are unable to manage the administration and have no one close to you who could do this for you, ask your social worker to arrange for a referral for a KDC Managed Account Service.

We will arrange for one of our Independent Living Coordinators to come and visit you to explain the process and make sure that you understand what to expect from the service as well as what your own responsibilities are.

How to get a Managed Account Service if you are already getting Direct Payments

If you are using Direct Payments but finding it difficult to cope with managing the money side of things, then the KDC Managed Account Service will help you.

There is a weekly fee for the service which can be covered by your Direct Payments. Ask your Social Worker to look at this for you. Alternatively, you can pay for it yourself.

Need more information?

To find out more, call the Direct Payments team at KDC on 0151 480 8873, email us at andy.gilbert@kdc.org.uk or visit our website at www.kdc.org.uk.

This leaflet is available in alternative formats such as Easy Read, large print, Braille, or audio cd on request.



Managed Accounts Service Extra Help For You

This leaflet tells you about the Managed Accounts Service that KDC offers to help people use Direct Payments to arrange their own care and support needs.



Choice and Control



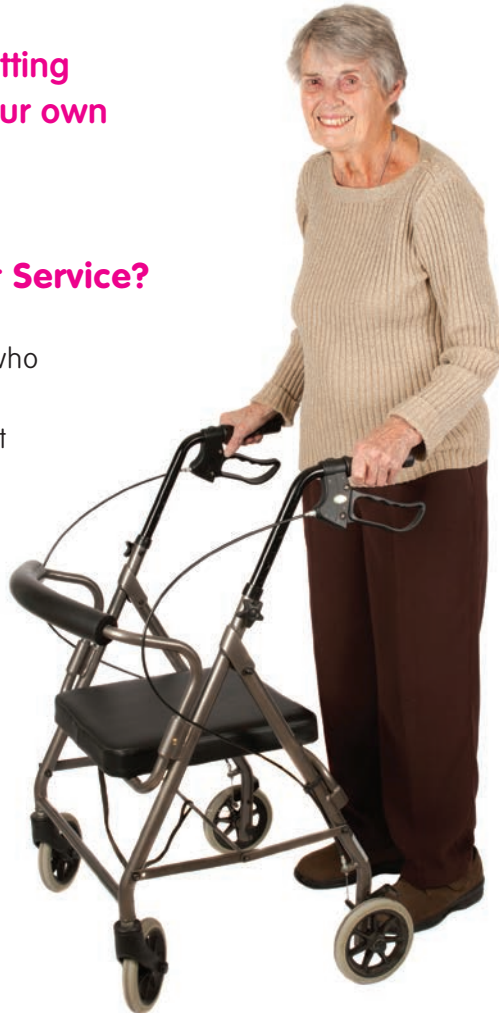
Direct Payments are cash payments made to individuals who have been assessed as eligible to receive social care or support from their social services department. So instead of the Council arranging or providing your services directly, you are given the money so you can choose the support and services you need and pay for them with your Direct Payments.

Direct Payments are a way putting you in control of managing your own personal budget.

What is a Managed Account Service?

A managed account is for a person who needs additional support to manage their Direct Payments. This means that KDC will look after your Direct Payments by taking care of the money coming in from the Council as well as making all the payments due out.

In this way, you will still be making the decisions about how your Direct Payment is spent, but KDC is carrying out all the financial transactions on your behalf.



KDC's Managed Account Service

Here at KDC our Independent Living Coordinators have a wealth of experience helping people manage their Direct Payments. Our Managed Accounts Service looks after all administration tasks involved and includes:

- Arranging for one of our Independent Living Coordinators to visit you at home to explain all about the service
- Holding your Direct Payments monies in a dedicated bank account under your name
- Making sure that payments from the Council are correct
- Arranging all payments to your care/support provider
- Paying the wages of your Personal Assistant directly into their bank account
- Paying all monies due in relation to tax deductions and national insurance contributions to Her Majesty's Revenue and Customs (HMRC)
- Keeping a record of every single transaction in your Direct Payments account
- Producing a statement showing the balance of money in your Direct Payments account with details of income and expenditure
- Dealing with the Council's audit of your Direct Payments records
- Providing you with a 'Letter of Agreement' which sets out the details of the service we will provide as well as your responsibilities

All you need to do is:

- Decide how you wish to use your Direct Payments to meet your care and support needs in the way you choose
- Tell us about the staff you employ and/or the agency that provides your care and let us know if anything changes
- Pay us the amount of money due for your Client Contribution - usually arranged by simply signing a standing order form to instruct your bank to make the regular payments
- Pay us the fee for the service. This is usually covered in the amount of the Direct Payments you receive and is collected automatically