

FINANCIAL GUIDELINES FOR SELF DIRECTED SUPPORT OPTION 1 (DIRECT PAYMENTS)

EDC will give you funding to pay for the support that you arrange. The support you require will have been discussed with you during the assessment process and will be detailed in your Support Plan (please note this is not a benefit and can only be used to the support identified in your Support Plan).

Your Social Work Practitioner will have already provided information, advice and support on your direct payment but here are some additional points about the financial and audit processes that may help you:-

- You must open a separate bank account for the Direct Payment money to be paid into, because the Council will monitor how you spend the money using the bank account.
- The separate bank account must be in the customer's name. Where the Direct Payment is being managed by a Power of Attorney or Legal Guardian, the account must also include the customer's name (excluding children).
- You must keep all bank statements, invoices, receipts for audit purposes.
- You will be audited on a regular basis - this is a legal requirement and failure to do so can lead to the direct payment stopping and an invoice being issued for any un-evidenced spend.
- When a direct payment ends, all monies left in the bank account **must** be returned to EDC as soon as possible.

Should you require any further help, Take Control is an independent organisation that can help especially with collating the information required for audit purposes. They can be contacted by telephone on 0141 776 6342 or by e-mail on infoed@takectrl.org.uk.