

## Information related to Frequently Asked Questions about Direct Payments

Social Workers, other Children's Services practitioners, Health Practitioners and Lead Professionals in Schools work with children, young people and their families when they are accessing Direct Payments.

Detailed information about Direct Payments and how they are processed in Leeds is available from the online procedures in [Chapter 2.8 Direct Payments](#).

In addition to this, the following provides more detail related to frequently asked questions about Direct Payments:

- **Liability insurance** – this should be paid as a one off payment every 12 months;
- **Holiday pay** - this should be paid as part of the standard weekly payment;
- **Advertising costs** – this should only be paid if needed, that the parent/carer has not already identified a PA and needs to advertise for the PA; so the box should only be ticked accordingly;
- **Stationary costs** – this is a one off payment at the start of the package;
- **Contingency float** – this is a one off payment of two weeks at the start of the package;
- **Managed Bank Account** - Managed bank accounts will only be offered via an assessed need such as a parent having mental health issues, learning disabilities or alcohol/substance dependency. Approval for a managed bank account will be agreed at the RADAR Panel;
- **Direct Payment Agreement** – this needs to be completed by the parent/carer and Social Worker/ Professional Lead before the actual payment can commence.

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