



## Carer Direct Payment Guidance

### Introduction

A Carer Assessment/Review must assess the impact of the caring role, and the Carer's ability to provide and to continue to provide care. The following questions should be addressed:

- Is the caring role sustainable?
- How great is the risk of the caring role becoming unsustainable?

Areas to consider include:

- The health and wellbeing of the Carer
- Carers ability to manage their daily routines
- Carers freedom to maintain relationships, interests, and other commitments
- Carers religious or cultural needs
- Opportunities for the Carer to engage in leisure activities or education

A Carer Direct Payment should be used to improve the sustainability of the caring role in the areas listed above.

### Eligibility Criteria for accessing a Carer Direct Payment

- The Carer must be an adult providing a substantial amount of care on a regular basis. This must be evident in the Carer Assessment or Review.
- The cared for person must be an adult who meets or would potentially meet the County Council's critical or substantial criteria for care services.
- A Carer Assessment or Review must be completed and recorded on Frameworki within the last 3 months. This must assess the impact of the caring role, the Carer's ability to provide and to continue to provide care, and any risks to the sustainability of the caring role.
- All applications must be made through Frameworki. The authorisation request note must contain details of what the payment will be used for, and how this will improve the sustainability of the caring role.
- The maximum amount available for one identified carer per caring situation is £300 per financial year. Multiple applications can be made up to the maximum amount.

*The Carer Direct Payment is not an automatic annual payment for all Carers. A Carer Assessment or Review must assess the sustainability of the caring role, and the application must clearly identify how the Direct Payment will improve the sustainability of this role. **Without this information clearly presented the application will be rejected.***

The Carers Unit has a funding panel that meets every Wednesday to consider all Carer Direct Payment applications. If authorised, the Carers Unit will send a confirmation letter to the Carer. There is a payment run once every 4 weeks. If the request is deferred for further information, the worker responsible will have two weeks to reply otherwise the request may be rejected.

## How to Purchase a Carer's Direct Payment On Frameworki

Find your Purchase Services episode and press "Amend"  
Select service user group as 'Carers' and sub-group as 'Carer' (if not already selected)  
Press 'Add'  
Press "Next" to go to stage 2 of 3  
Press "Add Service"  
Select "Carers Support"  
Select "Carer Direct Payments"  
Press "OK"  
Press "Dates" tab  
Enter Start Date from calendar  
Press "Purchaser" tab  
Enter **own** name and **own** team  
Press "Provision" tab  
Select "Worcestershire County Council Social Services"  
Press "Allocated Party" tab  
Press "Find"  
Type in name of person who receives the cheque  
Press "Find"  
Select correct person from the list  
Press O.K  
Press "Add Element" tab  
Select "Carer Direct Payment"  
Press "Next"  
Select Budget Code tab and choose appropriate budget for your client group  
Press "Delivery " tab  
Type "1" in the "quantity" box  
Type amount of payment requested into "Overridden Total Cost" box  
Press "OK"  
Press "OK"  
Press "Next"  
Click on the "Carer Direct Payments ..." sentence  
Press the "Pass to Worker" arrow  
Select "Rachel Fowler Authorisation 21"  
In the request notes box, *record what the direct payment will be used for and how many breaks/sessions the money requested will purchase*. This data is required for performance reports  
Press "Add"  
Press "Save and Close"  
Refresh your records, and wait for the purchase to be authorised  
**This will then go the Carers' Unit where it will be considered at the next panel meeting, and either authorised or rejected. If rejected, it will be returned to you with a note giving reasons.**  
Once authorised (**check for replies in your tasks folder**), you will need to **finish** the purchase.  
Amend your Purchase Episode, and press "Next" until you reach stage 3 of 3  
Press the "Outcome" arrow  
Select "Purchase Completed"  
Press "Finish"

**This will generate a purchase order, you do not need to open or action this. Payment will now be automatically generated via the finance department at County Hall.**