

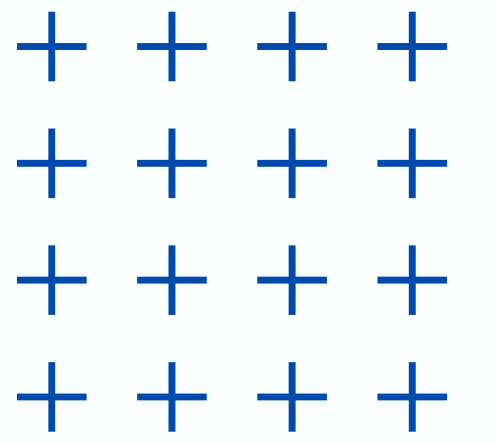
# DIRECT PAYMENTS UNCOVERED

## PART 8: CLOSING A DIRECT PAYMENT

**PRESENTED BY:  
WILTSHIRE CENTRE FOR  
INDEPENDENT LIVING**



# CLOSING A DIRECT PAYMENT



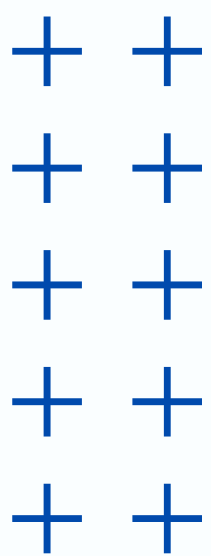
A Direct Payment may need to close for any number of reasons, in this session we will look at closing a direct payment in terms of the care and managing the money:

## Ending your care arrangements if:

- A Personal Assistant(s) was employed
- A care provider was used

## Ending the financial management arrangements if:

- Using a bank account
- Using the Wiltshire CIL banking service



# ENDING CARE ARRANGEMENTS: PERSONAL ASSISTANTS

Either the person managing the direct payment, their representative or social care practitioner must let Wiltshire CIL know as soon as possible when the direct payment will be ending

This is so Wiltshire CIL can support with any final liabilities to be calculated and paid, including:

- Outstanding wages -  
(Hours worked, notice periods, annual leave  
Redundancy)
- Outstanding HMRC payments



# ENDING CARE ARRANGEMENTS: PERSONAL ASSISTANTS CONT....

All final liability calculations will be made by Paypacket following instruction by the employer

The Direct Payment funds are then used to pay all of the final liabilities

If there are insufficient funds in the direct payment account to cover the liabilities then:

- A contribution towards covering the final liabilities can be applied for from the Employers Liability Insurance
- A request can be made to Wiltshire Council through the Social Care Practitioner for additional funds



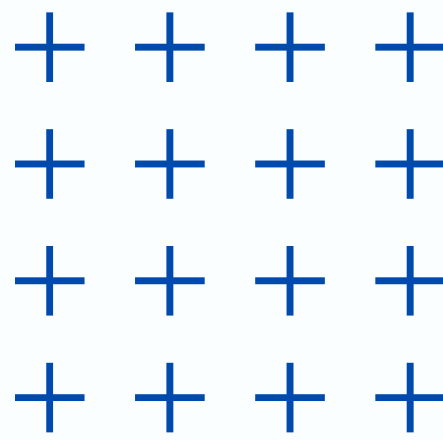
# ENDING CARE ARRANGEMENTS: CARE PROVIDER

If a care provider was used - this could be a care agency or a self employed Personal Assistant - they will need to be notified of the date that the Direct Payment is ending

The care provider will then send a final invoice detailing any outstanding payments owed to them for the hours that support was provided up to the date the direct payment ended

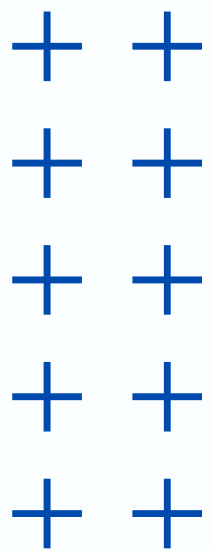


# ENDING FINANCIAL MANAGEMENT: BANK ACCOUNT

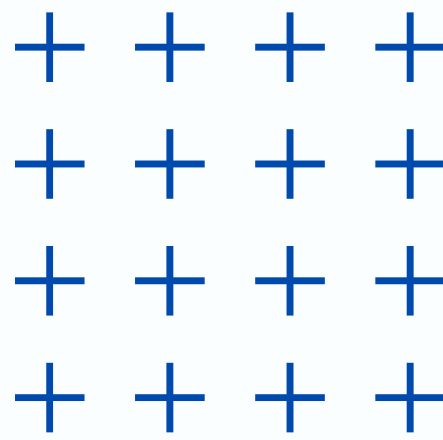


If the direct payment was managed in a bank account you will need to ensure that:

- All final liabilities to either Personal Assistants or care providers have been paid
- Any remaining Direct Payment funds in the bank account are returned to Wiltshire Council along with the final bank statement showing the closing balance being returned

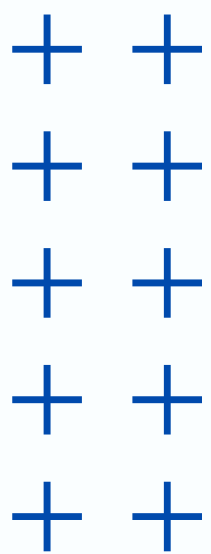


# ENDING FINANCIAL MANAGEMENT: WILTSHIRE CIL BANKING SERVICE



If the Wiltshire CIL banking service was used, Wiltshire CIL will ensure that following instruction from the Direct Payment recipient (or executor if applicable):

- All final liabilities to either Personal Assistants or care providers have been paid
- Any remaining Direct Payment funds are returned to Wiltshire Council along with the final bank statement





**[www.wiltshirecil.org.uk](http://www.wiltshirecil.org.uk)**

**Contact the Direct Payment Support Team:**

**[admin dp@wiltshirecil.org.uk](mailto:admin dp@wiltshirecil.org.uk)**

**0300 1233 442 Option 1**

