



Easy read

How to sort out the money you get to pay for your help and support

Self-directed support: an Easy Read guide to getting the help and support you need





Self-directed support: an Easy Read guide to getting the help and support you need



Self-directed support is all about being able to choose the help and support you want.



We are writing lots of fact sheets to help you. Each one tells you more about **self-directed support** and where you can go to find out more information.



This fact sheet tells you **how to sort out the money you get to pay for your help and support.** It tells you how to look after your **Individual or Personal Budget** – this is money you can get to pay for help and support.

Sorting out your money – where to start



You can start to sort out your money when you

- know what help and support you need
- find out how much this help and support costs
- have made your help and support plan
- know that your **local council** agree with your plan. Your **local council** is in charge of things where you live. This means things like deciding who gets help and support.



You can sort your money out on your own or you can get help to do this from



- your family or a friend
- a group called a **Trust** – this is a group that will spend your money for you but only on what you tell them



- someone you pay – this means someone like a **support broker**. A **support broker** is someone you can trust to help you plan your support.



- a **service provider** – these are people who provide services to help and support you



- a **care manager** or **social worker** – these are people who can help you find the right support

More about sorting out your money

There are different ways to sort out your money.
You can

1. Sort it out yourself



You can get the money as a **Direct Payment**. A **Direct Payment** is money from the local council that is paid into your **bank account**. A **bank account** is somewhere you keep your money – you can pay money in and take money out of your account.



You might need to open a different bank account for any other money you get so it does not get mixed up.



Opening a new bank account can be hard and you might need help with this. The bank need to know that you can look after the money in your account.



If you think you need help then there are groups you can ask to do this. You can ask your local council about these groups.

2. Ask someone you trust



Someone in your family might be able to open the bank account for you. The local council will have to say this is OK before you can do this.

3. Set up a Trust



A **Trust** is a group of people that can spend your money for you but only on things that you tell them. They can open a bank account for you and help you decide what to do with the money. They will only do this if you say it is OK. Your local council will have to say they are happy for them to do this.

4. Use another group



There are other support groups that can help you too. They can look after your money in a different account. The money in the account can only be spent on your help and support.

5. Ask your care manager



A **care manager** can look after the money for you. You might want to start by doing this then take over looking after your money when you are ready.

Looking after your money



If you or someone else looks after your money then you will need to make a **spending plan**. A **spending plan** needs to say



- what you will spend the money on in a year – the local council will need to know if there is any money left over



- what you will need to spend every week



- how much money you will need to keep to pay for other things that you might not have thought of



If you need any help, you should ask for this as soon as you need it.

Other things to do



It is a good idea to write down everything you spend your money on, when you spend it and how much it costs. Try and keep **invoices and receipts** – an **invoice** is a piece of paper that says what someone is charging you. A **receipt** says what you have spent your money on and how much it cost.



You might need to use your **Personal Budget** to pay the people who help you. This is money you can get to pay for help and support. The government will need to know how much you are paying the people who help you. Ask your **care manager** or **social worker** to help you with this.

The local council



The local council might ask you for other information. Make sure you keep a copy of what you send them. It is their job to help you look after your money. They will talk to you about how things are going.



They might want to ask you to tell them how you are spending your money. They will want to know you are spending it on the right things. They might ask to see a **receipt** if you spend a lot of money on something.



If you think things are not going well then tell your local council. They can help you work things out.



Cindy's story



I get an **Individual Budget**. This is money paid straight to me that I use to pay for help and support. I have a **visual impairment** – this means I cannot see very well. I have three children .



I spend my money on a **Personal Assistant**. A **Personal Assistant** is someone who helps you out. I pay them to do things like helping me get ready to go out or do my shopping. I asked an **agent** to help me sort this out. The **agent** helps me look after my money. I trust them to pay for the things I need .

How to find out more



You can find out more about sorting out your money by going to the In Control website

www.in-control.org.uk



The government have a website that can help you sort out your money too. You need to go to

www.direct.gov.uk



You can **download** a DVD to watch on your computer and get books that tell you more about being in control. **Download** means saving the information on your computer so you can look at it when you are ready.



You need to go to

www.in-control.org.uk/shop

Or you can buy the DVD and the books from



In Control Support Centre
Carillon House
Chapel Lane
Wythall
B47 6JX

How to get help



To get more help you can contact the Learning Disability Helpline. You can do this by



Telephone **0808 808 1111**



Text **07717 989 029**



Email **help@mencap.org.uk**



If you want to read more fact sheets, you can go to

www.mencap.org.uk/incontrol