

what is a support plan?

When you have an idea of how much your personal budget will be, it's time to put together your support plan. This is a plan saying what's important to you and how you will use your personal budget to meet your social care needs.

Making a support plan helps you work out what's important to you and how you can use your budget in the best way.

It's OK to include things in your plan that don't cost money and things that you are planning to pay for yourself, as well as the services or support you will use your personal budget to pay for. Think about things like:

- What do you want to change or achieve in your life, and how will you do this?
- How will you arrange and manage your social care support?
- How do you want to manage your budget?
- Contingency planning – what if something goes wrong?
- How will you manage any risks?

How to make a support plan

Your care manager will give you a support planning form which you can fill out – with help from your care manager, friends, relatives or carers if you wish. You can also get help from Leeds Centre for Integrated Living (tel. 0113 214 3594).

Your care manager will also talk to you about the different ways you can receive your budget so you can agree which would work best for you.

What happens once I've made my support plan?

Once you've completed your support plan, and your care manager has agreed it with you, they will submit it for approval. This will be approved as quickly as possible – then you'll find out the final amount of your personal budget.

- Find out more in the factsheets '*What is a self-directed assessment?*', '*What is a resource allocation system?*' and '*How can I receive my personal budget?*' – information on how to get copies is overleaf.

Turn over
for further
information



Find out more about personal budgets and directing your own support

personal budgets and employing PAs

- **Fact sheets** – find the rest of the series at www.leeds.gov.uk/personal_budgets
- **Booklet: *Your Personal Budget*** – more detail about the different steps to getting a personal budget.
- **Short film: *Personal Budgets in Leeds*** – people in Leeds talk about using personal budgets to live more independently. Watch it online at www.leeds.gov.uk/personal_budgets.
- **Peer support** – talk to people who already use a personal budget! Contact Free to Live, the Personal Budgets Peer Support Network, on 0113 214 3594 or visit their website at www.freetoliveleeds.org.
- **Employing personal assistants (PAs)** – if you're going to be recruiting and employing your own PAs, ask for a copy of the *Leeds Guide to Becoming an Employer*. If you're using an agency, see 'Choosing services and support', below.
- **Further information** – visit the council's website www.leeds.gov.uk/personal_budgets for loads more information including frequently asked questions, a glossary of terms, and more.

No web access?
No problem. You can get copies of all booklets, fact sheets and other information from your care manager, or by phoning Customer Services on 0113 222 4401.

choosing services and support

- Visit www.leedsdirectory.org to find local services online. Search by service, postcode or the area where you live. Or phone the Directory Helpline on 0113 391 8333 for advice or a paper copy.
- **Booklet: *Guide to Buying Services and Support*** – tips on making the most of your budget when dealing with suppliers.

Collect the factsheet series!

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