



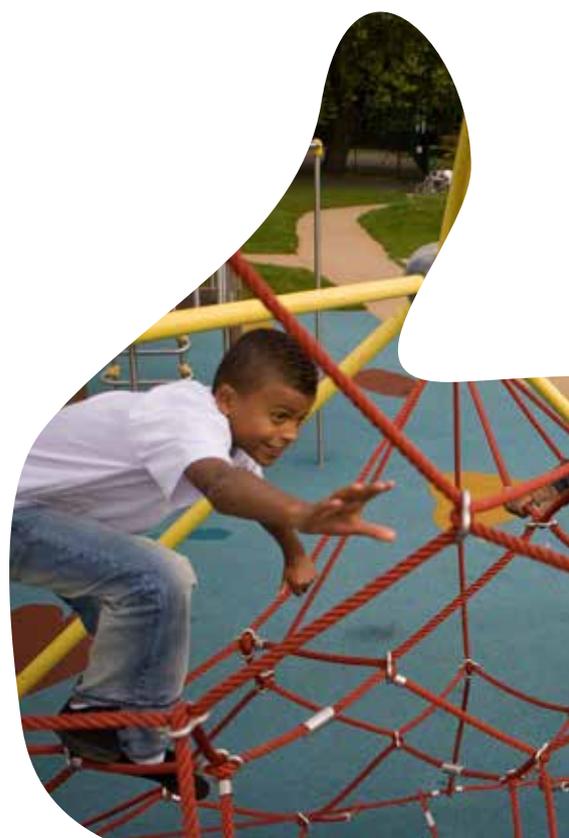
# Personal Budgets & Direct Payments:

A Handbook for Parents and Carers



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# Glossary

## **Child and Family Assessment**

Child and Family assessments are undertaken with families by Social Workers and involve collecting information, talking this through and agreeing what might be done to help support a child or young person in difficulty or a parent or carer needing support.

## **Direct Payment**

A direct (cash) payment which is paid into an account for you to buy and manage services yourself

## **Early Help Assessment**

Early help is about identifying the need for help for children and families as soon as problems start to emerge, or when there is a strong likelihood that problems will emerge in the future. The Early Help Assessment has replaced the Common Assessment Framework (CAF).

The new assessment is designed to help professionals from various agencies, such as teachers, family support workers, setting managers/child minders, health workers and GPs to make an accurate record of the needs of a child, young person or family. They are then able to put together an appropriate action plan.

## **EHC plan**

Education Health and Care Plan. The EHC plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25. Once it has been agreed that an EHC Needs Assessment is appropriate, the council will gather any further evidence and advice required from people who are involved with the child/young person and family.

This can include assessments from Education Psychology, Speech and Language Therapy, Occupational Therapy, Adult and Children's Social Care services. The local authority is responsible for ensuring that assessments are effectively co-ordinated.

## **LCCGs**

Leeds Clinical Commissioning Groups. There are three in Leeds covering the South & East, West and North of the city. These are responsible for local health budgets and ensuring that the NHS provides high quality healthcare to those living in their area. In addition, they ensure services are available when needed, including hospital services; mental health and learning disability services and emergency and urgent healthcare.

## **Lead Practitioner**

The Lead Practitioner (also referred to as a Lead Professional or Key Worker) provides a single point of contact – for children, young people and their families. The role will usually be undertaken by a practitioner who is already completing casework with the child/young person and their family, and who has the main contact with them. This may be a Health Visitor, Social Worker, SENCo, early year's worker or college tutor.

## **Outcomes**

An outcome is a result. For example, the goals and aspirations achieved by children and young people and their families. These may be short or long-term goals and they may be big or small. Outcomes are personal to the individual.

## **PA**

Personal Assistant, who can be employed by a family to carry out daily tasks such as accompanying a young person out and about or personal care.

## **RADAR**

RADAR (Resources Allocation Decision and Review) is the panel where applications for certain types of short breaks for children and young people with SEN and disability are heard and reviewed. RADAR is a multi-agency panel made up of partners and representatives from all sectors across children Leeds.

The panel aims to ensure that the resources allocated will provide children and young people with positive outcomes that enable them to maximise their opportunities and experiences ensuring Leeds is an inclusive child friendly city.

# Glossary

## Setting

Setting is a word used to describe the nursery, school, college or other place where your child or young person receives education.

## Short Breaks

Short breaks and fun activities are available in Leeds for children and young people with special educational needs and disabilities. These give children and young people a chance to have fun, make new friends and gain independence, whilst their parents or carers have a break from caring.

Short breaks can take place in the home or in the community. Children and young people could attend a youth club once a week in the evening, spend a weekend away at an outdoor activity centre or the whole family could spend time together with support. Children and young people might also have one to one support from an Independent Support Worker.

## SEN and Disability

The term, special educational needs (SEN) has a legal definition which is set out in the Education Act 1996. It applies to children who have learning difficulties or disabilities that make it significantly harder for them to learn or access education than most other children of their age.

The Equality Act, 2010, defines a child as having a disability if they have a physical or mental impairment that has a substantial or long term effect on their ability to carry out normal day to day activities.

Children and young people who have special educational needs (SEN) do not necessarily have a disability. Likewise, children and young people who have a disability do not necessarily have special educational needs. There are significant overlaps between the two, and the term SEN and Disability (SEND) is a broad term used to describe both.

Sometimes you will see the term additional needs or complex needs used where a child or young person experiences both SEN and a disability.

## SEN Casework Officer

SEN Casework Officers coordinate the EHC Needs Assessments and draw up the Education, Health and Care Plan. They oversee the reviews of the plan and any amendments that are needed



# Introduction

The Children and Families Act 2014 became law on 13 March 2014 and was put into practice in September 2014. This important legislation makes significant improvements to services for children and young people with special educational needs (SEN) and disabilities. Partners across Leeds City Council, education services, parent and carer groups, health services and voluntary sector groups are all working together to make these changes happen here in Leeds.

Changes include:

- **better information** about local services for families - the 'Leeds Local Offer'
- **more opportunities** for families to get involved in developing local services
- **changes to the statutory assessment process** to make it quicker and more streamlined
- **a more personalised** approach to planning

As part of implementing these changes, we are committed to making it easier and simpler for parents and carers to access and manage personal budgets.

This handbook has been created in partnership with parents and carers of children and young people with SEN and disabilities, Leeds City Council, Leeds Clinical Commissioning Groups and the Actively Seeking Independence Support Team (ASIST).

It is based on 'Taking a Personal Approach: A Parent's Guide to Personal Budgets', produced by KIDS on behalf of the Department for Education.

You can find a lot more information on personal budgets, including examples of how families have used their personal budgets, on the Kids website: [www.kids.org.uk/mip](http://www.kids.org.uk/mip).

Please also see [Leeds Personal Budgets & Direct Payments: Policy, Practice and Guidance \(June 2015\)](#).

The purpose of this handbook is to give parents and carers clear information about how to access and manage personal budgets with or without an Education Health and Care (EHC) plan. It is intended as both a practical guide and a useful reference tool.

## What are personal budgets?

A personal budget is an amount of money or resources identified by the local authority to help support a child or young person and their family to achieve the outcomes stated in their assessment of needs.

An assessment of need may take the form of an EHC needs assessment. Parents, carers or young people aged 16+ can request information about their personal budget when the local authority begins to write the child or young person's EHC plan. The local authority will be able to provide information about what specific personal budget options are available to you. Once you have decided how you wish the personal budget to be used, the local authority will work with services in education, health and care to make sure the necessary arrangements are put into place.

A personal budget is calculated to cover the support and provision identified within the assessment of needs. Some elements of the support may not be allocated a financial contribution. It may be a specific type of resource or provision that is provided directly by the local authority/school setting. This is because it is not possible to take the funding from the services that currently provide this support to a number of children.

Currently in Leeds, a personal budget in the form of a direct payment is also available for short breaks, where you might have an Early Help Assessment or a Child and Family Assessment. If you do have a personal budget you can choose how you would like it to be used from one of these four options:

- **Direct payments** - a direct (cash) payment which is paid into an account for you to buy and manage services yourself.
- **A virtual budget**, where the local authority, school or college holds your personal budget and buys the support identified in your assessment
- **A third party budget**, where a service provider, user-led organisation or a broker manages it for you.
- **A combination** of the above.

In Leeds, a personal budget can currently include funding and resources from education, health and social care as follows:

- **Education:** Schools are required to put appropriate support in place for children with SEN and disabilities through funding made available to

them from local and central government. Where a child or young person is identified as requiring support which is over and above this amount, top-up funding is provided by the local authority to a setting via the Funding For Inclusion (FFI) process. This top-up funding is the amount which is available for use as part of a personal budget. Where this top-up funding is taken out in direct payments, it will be important for your child's setting to agree to how this could be used and to fit with whatever else is happening in the school.

- **Health:** Continuing Care (a package of care that is arranged and funded solely by the NHS for individuals who are not in hospital but have complex ongoing healthcare needs)
- **Social Care:** Short Breaks for disabled children, young people and their families
- Personal budgets are only a part of the solution for achieving outcomes from your assessment. They build upon the help that families and communities give.
- Our Local Offer website at: [www.leedslocaloffer.org.uk](http://www.leedslocaloffer.org.uk) provides information about services, which are free or cost no extra for children with SEN and disabilities, and the services that all children can expect such as health and education. We want to ensure families have greater opportunity for choice and control over their care and support. Taking greater control over their personal budgets can be a good option for some families and we aim to widen their availability in the future.

### Why should I choose a personal budget?

- Feedback from many families nationally shows that personal budgets often provide far greater levels of choice, control and flexibility for families. It allows the parent or young person to decide what care and support they receive, plus how and when you receive it.

### What can I spend my personal budget on?

- There are a number of ways personal budgets can be used. These are just some examples:
- Additional tuition in a particular area such as literacy or maths but only where the child is under 16 years of age
- Support in your home, either equipment or help with personal and domestic activities
- Activities to help with physical and mental wellbeing, such as sports and hobbies
- Short Breaks, including activities like attending youth clubs or dance classes or overnight stays at an outdoor activity centre
- To buy specialist equipment for your child such as board maker software or adapted bicycles
- Employing a personal assistant or agency to help

access social and leisure activities and/or provide support with your child's personal care

- Transportation costs

These are only a few of the many options available to you. There is a great deal of flexibility in how you choose to use the personal budget, as long as you can demonstrate that you are meeting your child's assessed needs and that it contributes to the outcomes in the assessment.

If you have any questions regarding how to use direct payments, you can contact ASIST on 0113 231 1125 or email: [asist@leedscil.org.uk](mailto:asist@leedscil.org.uk) for advice.

Have a look at their website for more information:

[www.leedscil.org.uk](http://www.leedscil.org.uk)

You can also see examples of how people have used their personal budgets by going to the KIDS website. Just follow the link: <http://kids.ritdns.com/making-it-personal-case-studies>

Please also see section 3 of the Leeds Personal Budget and Direct Payments Policy, Practice and Guidance (2015) for more details of personal budgets and the processes for requesting one.

### What can I not spend my personal budget on?

You cannot spend a personal budget on:

- Anything that would put your child at risk of harm or anything that would not clearly benefit your child
- It sounds obvious, but alcohol, cigarettes or gambling!
- As a general rule, you cannot use a personal budget to employ a family member who lives with your child. However, there may be exceptional circumstances where we will agree this and each case will be considered individually (see section 4.10 of the personal budget policy for more information). Buying services from Social Work services, the Health Authority or the Housing Authority. You can have a budget that is mixed, where your child's needs are met partly by a local authority service and partly by direct payments. In this case, the cost of the local authority service will be deducted from the budget before you receive it.
- Purchasing long-term residential care
- Funding a school place or post 16 institution

Families receiving Personal Health Budgets cannot use the funds for emergency GP services.

Please see section 3.5 of the Personal Budget and Direct Payments Policy, Practice and Guidance (2015) for more details on what a budget cannot be spent on.

# Getting and using personal budgets?

In Leeds, we are currently developing processes to increase access to personal budgets. This will take time to get right but we have made a start and will continue to listen to families to make it easier.

## Process in relation to EHC plans

If the child or young person has a SEN or disability which requires provision over and above what is usually available in school, an EHC Needs Assessment may be appropriate.

For further details about this you can talk to your SENCo, Early Years worker, teacher or tutor, or you can visit: [www.leeds.gov.uk/residents/Pages/EHCP.aspx](http://www.leeds.gov.uk/residents/Pages/EHCP.aspx) and the Leeds Local Offer at [www.leedslocaloffer.org.uk](http://www.leedslocaloffer.org.uk)

Throughout the EHC Needs Assessment there will be lots of information available, and the opportunity to talk about your options for a Personal Budget with your SEN Casework Officer at any time during or after any assessment.

The final EHC plan will include details of the special educational, health and care provision which is required for the child or young person, in order to meet their agreed outcomes. Parents/carers and young people may use a Personal Budget to meet these outcomes. Any agreements made regarding a Personal Budget will

be included in the final EHC plan and reviewed each year at the Annual Review.

A Personal Budget can be discussed and explored at any point during the EHC assessment process or after an EHC plan has been put into place.

Please note that the local authority may not make direct payments in respect of any goods or services which are to be used or provided in a school, post 16 institution or early years setting without the written consent of the head teacher, principal or the person occupying an equivalent position.

## Process where there is no EHC plan

It is not always appropriate for a child and their family to have an EHC plan. You may, however, have a Child and Family Assessment or Early Help Assessment, where short breaks have been identified as one of the ways to meet your child's needs and achieve agreed outcomes. In this instance, you may request direct payments as a way of securing your short breaks. The final decision about whether direct payments are appropriate is made by the Resource Allocation Decision and Review (RADAR) panel.

You may also have a Personal Health Budget for health related needs.



# The option of Direct Payments

## Who is entitled to direct payments?

- A parent carer of a child with SEN and disabilities
- A young person with SEN and disabilities aged 16 to 17 years old (up to age 25 where an EHC plan is in place)
- A young carer aged 16 to 17 years old
- A person nominated in writing by the child's parent or the young person to receive direct payments on their behalf

Please see section 4.1 of the Personal Budgets and Direct Payments Policy, Practice and Guidance (2015) for more information on who is eligible and 4.3 for who is not eligible for personal budgets.

## Information, Advice and Support

If you are interested in choosing direct payments, you can contact one of the following services for independent information, advice and support:

**SENDIASS:** Leeds SEND Information Advice Support Service (formerly Parent Partnership Service). The team can provide you with general information about services for SEN and disabilities and advise you. Leaflets and downloads can also be posted out to you.

For expert advice on any of the services shown in the Leeds Local Offer please use the contact details that each specific website provides. You can call the Helpline on 0113 395 1200 or send an email to: [sendiass@leeds.gov.uk](mailto:sendiass@leeds.gov.uk)

**Scope in Leeds:** This service offers support to children, young people and their families at home and in the local community.

You can call their free helpline on 0808 800 3333, weekdays from 9am to 5pm. Visit their website at: [www.scope.org.uk/support/services/scope-leeds](http://www.scope.org.uk/support/services/scope-leeds)

**ASIST:** Actively Seeking Independence Support Team. This service is currently provided by the Leeds Centre for Integrated Living. ASIST will be able to give you more information and advice about how to use a direct payment. They can also offer support in managing the direct payment should you choose one, including recruiting and employing a personal assistant and opening and managing a bank account for the direct payment.

Call them on 0113 231 1125 or email [asist@leedscil.org.uk](mailto:asist@leedscil.org.uk). You can also get more information by visiting their website: <http://www.leedscil.org.uk/>

## Direct Payments Agreement

If approved, you will be asked to sign a Direct Payments Agreement, which explains your responsibilities in receiving and managing the direct payment. You can find a copy of the agreement below.

## Review and Monitoring

We will review the direct payment regularly. Where there is an EHC plan in place, the review of the direct payment will coincide with the annual review and monitoring of the plan. Reviews may be more frequent when your direct payment is first agreed as you are more likely to need support with it in the early days.

The review should be used to learn about how things can be improved, whether through changes in the support provided, trying new opportunities, or using the budget or other resources more effectively.

See also section 7 of the Personal Budget and Direct Payments Policy, Practice and Guidance (2015) for more details of monitoring and reviewing direct payments

# Direct Payment Agreement

The following is an example of the form that you will need to complete for direct payments



## Direct Payments Agreement (Children and Young People) Annexe E to Personal Budgets & Direct Payments: Policy, Practice & Guidance 2015

This is an agreement to meet the outcomes identified and agreed to in \_\_\_\_\_'s \_\_\_\_\_ plan (the Plan).

Direct Payments made by Leeds City Council in respect of Education and Care are made in accordance with Community Care, Services for Carers and Children's Services (Direct Payments) Regulations 2009 and the Special Educational Needs (Personal Budgets and Direct Payments) Regulations 2014

### Parties

1. This Agreement relates to the Direct Payment of some or all of a Personal Budget for \_\_\_\_\_ [insert name of child or young person] (the Child/Young Person).
2. It is between: \_\_\_\_\_ [insert name and address] as the Recipient of the Direct Payment provided for the Child/Young Person (referred to as You or Your) and Leeds City Council [and/or Leeds Clinical Commissioning Group] \_\_\_\_\_ [insert office address] referred to as Us, We or Our.
3. Your Allocated Officer is \_\_\_\_\_. We will provide an alternative contact if he/she is not available.
4. The Direct Payment will be managed by You, the Child/Young Person/'s parent's/guardian's/ nominated person [delete as appropriate]
5. You confirm you are not a person who is excluded from receiving a Direct Payment as set out in Annex 1 attached.

## Introduction

1. We have carried out an assessment of \_\_\_\_\_'s needs and concluded that he/she is eligible for support services . We have agreed that the services identified in the Plan attached should be provided for \_\_\_\_\_.
2. You confirm that you are willing and able to secure the support services set out in the Plan and have chosen the option of a Direct Payment in order to purchase the service in lieu of the services offered by Leeds City Council.
3. We are satisfied that the Services can be met by the provision of a Direct Payment and that it will safeguard and promote \_\_\_\_\_'s welfare so We agree to pay the Direct Payment to you.

## Direct Payments and Personal Budget Policy

The terms of the Leeds City Council Direct Payments and Personal Budget Policy document (from time to time amended) also applies to the making of and use of the Direct Payments. You can find a copy of the most recent version of the Policy here [www.leedslocaloffer.org.uk](http://www.leedslocaloffer.org.uk)

## Payment

1. Payments will be made to an account with the following details \_\_\_\_\_ (the Account) which is used solely for this Personal Budget (and any other Personal Budgets relating to the Child/ Young Person's Education, Care or Health). Direct Payments can be made by BACS transfer into the Account. The Account is managed by You alone, unless any other users have been expressly approved by Us.
2. The total amount of the Child/Young Person's Personal Budget is set out in their Plan. If they have an EHC Plan, this will be in section J of the Plan. Direct Payments will be made into the Account in accordance with the Funding Schedule attached to this Agreement or from time to time agreed by us.

## Conditions

Direct Payments are made on the following conditions:

1. Direct Payments are made to meet the outcomes set out in the Child/Young Person's Plan dated \_\_\_\_\_ and may only be used towards the outcomes in the Plan. If they have an EHC Plan, these will be listed in Section F of the Plan.

You agree to secure the following goods and services using the Direct Payments. This is known as the Agreed Provision:

- (a)
- (b)
- (c)

(d)

(e)

2. The following special conditions apply to how the Direct Payments should be used;

Condition 1:

Condition 2:

3. You are responsible for securing the Agreed Provision in an appropriate way and you must always act in the best interest of the Child/Young Person when securing the Appropriate Provision.
4. You are also responsible for any contractual agreements entered into using this Direct Payment for the benefit of the Child/Young Person.
5. If there are any changes in circumstances which might affect the need for the Agreed Provision, You must contact the Allocated Officer as soon as possible.
6. The Amount of the Direct Payment is sufficient to meet the cost of the Agreed Provision in the Plan and You should budget to ensure there is no shortfall over the year. Where appropriate You should liaise with Service Providers to anticipate any planned increase in costs. You should seek support and guidance from ASIST where necessary. They will be able to help you ensure you have the necessary support to spend your Direct Payments properly.
7. We will pay you more in the first payment so that you have contingency funds to use against emergencies. You should hold this in reserve as your last payment will be reduced by the same amount.
8. All payments to secure the Agreed Provision should be made through the Account and cash should only be used when absolutely unavoidable.
9. If there are difficulties in delivering the Agreed Provision, you must contact the Allocated Officer immediately.
10. We will reduce the amount of the Direct Payment where payments remain unused and We consider it is reasonable to offset any outstanding payments against the remaining amount to be paid. We will give you at least four weeks' notice of any reduction.

## **Monitoring and Review**

1. We will monitor the review and making of the Direct Payment and the way it is used to secure the Approved Provision in line with Section 7 of Leeds City Council's Direct Payment Policy.
2. The possible outcomes of the review are set out in the Direct Payments Policy at Sections 4.

## **Stopping or Reducing the Amount of the Direct Payment**

1. We will reduce the Amount of the Direct Payment, or stop the Direct Payment in line with Section 7 and 4 of the Direct Payment Policy.
2. If You want to stop receiving the Direct Payment, you should let Us know in writing and We will stop making the Direct Payment.

## **Repayment or Recovery of the Direct Payment**

1. We will recover or require the repayment of Direct Payments in line with Section 4 of the Direct Payments Policy.
2. We may only seek repayment of any portion of the Direct Payments which have not already been spent on the Agreed Provision.
3. If it becomes apparent that funds will remain at year end (perhaps because some of the Agree Provision could not be delivered or because of cost savings) 10% of the surplus may be "rolled over" into the next year's budget (90% returned to the LA).

## **Record Keeping**

You are required to keep accounts of expenditure and receipts for all payments connected to securing the Agreed Provision. We can provide a recording template on request.

## **Early Help and Short Breaks**

If funds have been agreed through a Child and Family Assessment or Early Help Assessment, the Lead Professional or Social Worker will review the package of support at 6 month intervals.

## **Disclosure and Barring Service**

Where the Direct Payment is used to secure the Agreed Provision through the use of a third-party provider, employees and self-employed contractors each should undergo checks by the Disclosure and Barring Service (DBS). We will arrange these in conjunction with You.

## Special Educational Needs (SEN) Code of Practice

In respect of payments for educational provision, all parties should keep in mind the SEN Code Of Practice (section 9.104), which says that any person employed by the child's parents, but working on school premises, must conform to the policies and procedures of the institution.

### Information Sharing

We expect that service providers engaged in providing the Agreed Provision are aware of the need to share any assessments of the Child/Young Person and all tracking information which demonstrate the Child/Young Person's progress.

In signing this agreement, You confirm that you have read, understand and agree with terms on which Direct Payments are provided to You the Recipient to secure the Agreed Provision for the Child/Young Person:

#### Signed:

Name:

Signature

Date:

The Recipient

#### Signed:

Name:

Signature

Date:

On behalf of Leeds City Council

#### Signed:

Name:

Signature

Date:

On behalf of the CCG

# Direct Payments Agreement – Annex 1

## The following persons may not receive Direct Payments:

- (a) a person who is subject to a drug rehabilitation or treatment requirement or a drug treatment and/or testing order
- (b) a person who is subject to an alcohol treatment requirement
- (c) a person who is released on licence and subject to a licence condition requiring the person to undertake offending behaviour work or to address drug or alcohol related behaviour

If you have any questions about whether these categories apply to you, please ask the allocated officer.

## Exclusions

The option for some or all of a personal budget to be given to families as a Direct Payment is not appropriate for all aspects of Education, Health or Care. The Regulations prohibit expenditure of Direct Payments on the following :

- Items or services that are unrelated to the identified needs or agreed outcomes in the plan.
- Services directly provided by the Local Authority (although a mixed package can be arranged, ie some services arranged and some Direct Payment)
- School placements or post-16 institutions (i.e. fees and cost of a place)
- Primary medical services provided by GPs
- Vaccination or immunisation programmes
- Screening
- National child measurement programme
- NHS Health Checks
- Urgent or emergency treatment services such as unplanned in-patient admissions to hospital or accident and emergency
- Surgical procedures
- NHS charges such as prescription or dental charges
- Placements for children who are looked after
- Long-term residential care, although they can be used for short term (respite) stays in residential care.
- Alcohol or tobacco
- Gambling - including lottery, bingo and raffle tickets
- Repayment of debt except debts relating to services specified in the EHC plan or other plan.
- Anything illegal or unlawful
- Employing close relatives who live in the same household to provide care services (except in exceptional circumstances)
- Housing services, such as rent payments
- Household bills, such as food and utility bills
- Non-statutory liabilities, such as tips, bonuses or ex gratia payments

## Repayment of a Direct Payment

In some circumstances, the funders (LCC or CCGs) may ask for all, or part of, the Direct Payment to be repaid (the decision to seek repayment, and the amount of money to be reclaimed will be at the discretion of LCC and or CCGs).

### Direct Payments may be reclaimed if:

- they have been used to purchase a service that does not meet the agreed outcomes as identified in the EHC Plan or other plan;
- theft, fraud or other offences have occurred;
- the person receiving care has died, leaving part of the Direct Payment unspent
- the EHC Plan has changed substantially resulting in surplus funds;
- the individual's circumstances have changed substantially, such as admission to hospital resulting in the individual not using the Direct Payment to purchase their care; or
- a significant proportion of the Direct Payment has not been used to purchase services to meet the agreed outcomes as specified in the EHC Plan resulting in money being accumulated.

### Role of personal budget brokerage and support

If a personal budget is agreed, the young person or in the case of a child or a young persons who lacks capacity, the representative will be offered support and assistance to draw up a plan to describe how they will use the indicative budget to meet the agreed outcomes, which aligns with the EHC plan. This support and assistance may be obtained from an independent specialist service or broker.

LCC currently commissions the Actively Seeking Independence Support Team (ASIST) to provide advice and practical assistance, including brokerage support.

#### **ASIST**

Actively Seeking Independence Support Team

Armley Grange Drive

Leeds

LS12 3QH

W: [www.leedscil.org.uk](http://www.leedscil.org.uk)

E: [asist@leedscil.org.uk](mailto:asist@leedscil.org.uk)

T: 0113 231 1125

## Notes:

### Who can be a Recipient?

**Providing they meet the criteria below, Recipients can be:**

- The Child/Young Person,
- The Child/Young Person's parents
- Or a person nominated in writing by the Child/Young Person's or his/her parents or guardian

### **The Recipient must be:**

- over school age,
- have capacity to manage the DP and make arrangements for the services,
- able to manage the budget without assistance, or any assistance they need is available to them
- not an Excluded Person (annex 1)

Where the Recipient is nominated by the Child/Young Person (if over 16) or the Child/Young Person's parents, the Child/Young Person or their parents must provide written consent to the Local Authority to DP's being used to secure the agreed provision.







