

your**life** your**care** your**choice**

A guide to Personal Budgets



Giving you choice and control



Doncaster
Metropolitan Borough Council

www.doncaster.gov.uk



What is a Personal Budget?

Personal Budgets help you take control of your own care and support arrangements by giving you the power to:

- say what your needs are
- find out how much money you can get to meet those needs
- choose what you will buy with that money, to meet your needs

Who can have a Personal Budget?

To receive a Personal Budget you need to be entitled to receive social care support under the Community Care / council's Fair Access to Care Services criteria.

Our Fact Sheet 'Fair Access to Care Services' will give you details on how we decide who is entitled to a Personal Budget. You can view this at the council website at www.doncaster.gov.uk/personalbudget

Alternatively, you can request a copy of the Fact Sheet by telephoning the Adult Contact Team on 01302 737391.



Three steps to getting a Personal Budget

1 Supported Self Assessment Questionnaire

When you have contacted the the council's Adult Contact Team, you may be asked to complete a Self Assessment questionnaire. This will help to identify your social care needs by looking at areas of your life such as:

- Your personal care needs
- Aspects of daily living
- Keeping safe
- Your social life

You can complete the questionnaire on your own or you can get help to do this.

We will use the information you provide to check if you are eligible for help. It also tells us how much money you may require to meet your social care needs.

2 Financial Assessment

Someone from the council's Financial Assessment Team will visit you to tell you what your Personal Budget will be, and to advise you whether or not you will need to pay towards your care costs.

3 Support Plan

If you are eligible for a Personal Budget you will then be asked to create a Support Plan. The Support Plan will help you to plan how you spend your Personal Budget.

What is a Support Plan?

A Support Plan will help you think about what you want to achieve and how you want to organise your support.

We will provide you with a Support Plan template that will help you think about what needs to be included in your plan.

In short, your Support Plan must clearly explain how you will use the money from your Personal Budget to make your life better.

You can ask someone at the council for help or you can create your Support Plan alone. For example, a friend or family member could help you.

Your Support Plan will have to be agreed by your social care worker, who will make sure that what you have planned will meet the needs you have identified in your Self Assessment questionnaire.

Will I need to pay anything?

Whether you pay towards the support you receive will depend on how much money you have. We will do a financial assessment with you, which will decide this.

We will also check that you are receiving all of the benefits you are entitled to.



How do I organise my Personal Budget?

You can organise your support in different ways, including:

Direct payment

If you want to manage your own Personal Budget, we can pay the money to you directly. This means that you will be responsible for paying for and organising your support.

You will need to open a separate bank account for your Personal Budget to be paid into. You don't have to do this alone; support is available from the council's Direct Payment Support Service.

If you would like a Direct Payment, but do not want to manage the money and administer the payments yourself, you might want to consider the following:

An Indirect Payment

This is where you choose a suitable person, such as a family member or friend, to receive the budget payments on your behalf. You still make the decisions about how it is used, but the suitable person administers the payments and keeps the records for you.



A social care worker

The Care Manager working for the council can act on your behalf. They plan, arrange and organise the support for you and makes sure it is paid for. If you decide that a care manager is the best person to help you, the council will keep the money and use it to pay for the Council services you choose.

A combination

You can choose to combine a Direct Payment and Council provided services. You can equally choose to combine an Indirect Payment and Council provided services.

When you are ready you can discuss how you would like to organise your Personal Budget with your social care worker.

Will a Personal Budget affect my income?

Your Personal Budget is not personal income - it's paid to meet your social care needs. You do not need to declare it for tax or benefit purposes.

The Council reserves the right to refuse a Direct Payment.

For more information

- You can talk to your social care worker if you already have one
- You can contact one of our teams using the contact details below:

Adult Contact Team

To see or speak to staff without an appointment, visit the Council House or call on the below number.

Times: Monday to Friday, 8.30am - 5pm
Telephone: 01302 737391
Textphone: 01302 737796
Fax: 01302 736939
E-mail: adultcontactteam@doncaster.gov.uk
Write to: Doncaster Council, Adult Contact Team,
PO Box 251, The Council House, College Road,
Doncaster DN1 3AD.

Learning Disabilities Service

Telephone: 01302 737855
Fax: 01302 737050
Write to: Barclay Court, Heavens Walk, Doncaster, DN4 5HZ

Services for deaf and visually impaired people

Voice/Textphone: 01302 737701
Fax: 01302 736937
SMS: 07979 031116
Write to: Sensory Team, PO Box 251, The Council House,
College Road, Doncaster DN1 3DA.

Information can be made available in other formats such as Braille or Audio Tape on request.
If you know someone who may need this service, please contact a member of staff for more information or if you need any other help or advice.



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