

# Kent County Council

## Direct Payments

### Direct Payment Starter Checklist

This checklist is designed to help you get started with Direct Payments. Your Case Manager or Direct Payment Support Worker will help you.

Task	✓	Notes
Complete your support plan which will show how you want to use your direct payment.		
Your Case Manager will need to approve and sign your support plan.		
Once your support plan has been approved you will need to sign the plan		
Set up a separate bank account or if you would like your direct payment paid onto the Kent card your Case Manager/Direct Payment Support Worker will complete the application form.		
Direct Payment Agreement – have you read the terms and conditions and signed the form?		
Do you understand how your direct payment will be monitored by Kent County Council?		
Set up your care and support as set out in your plan - the part that will be managed through a Direct Payment		
If you are receiving your direct payment onto the Kent card: <ul style="list-style-type: none"> <li>• Has your Kent card arrived?</li> <li>• Have you activated the Kent card?</li> </ul>		
Make sure you set up your financial contribution payments into the direct payment account which should be every 4 weeks		
Keep all bank statements and invoices		
First direct payment review will take place within three months after your payments from Kent County Council have started. Someone from the Direct Payment Support Team will phone you		

If you have any questions you can contact the Direct Payment Support Team.  
 Telephone: 03000 413 600 or email: [direct.payments@kent.gov.uk](mailto:direct.payments@kent.gov.uk)  
 Or you can find more information on: [www.kentdp.co.uk](http://www.kentdp.co.uk)

