



DIRECT PAYMENTS SUPPORT SERVICE

Ideal for All provides comprehensive **“Payroll” “Managed Accounts” and “Payroll & Managed Accounts”** services to individuals receiving a Direct Payment in **Solihull**.

Ideal for All is a not for profit registered charity managed by disabled people, providing services to disabled people.

Our staff have been offering support on all aspects of Direct Payments since 1997.



We will receive a referral on your behalf from Solihull Council; or one of the information & advice support organisations and we will contact you within two days to start up the service.

You can contact us yourself and we will support you to contact Solihull Council to put the service in place.

You can have peace of mind knowing that our staff are working for you.

If you pay for your care and support privately, you can still use these Services. Please contact us and one of our dedicated advisors will be happy to help.

Choice Quality **DIRECT** Managed Account Information
Services Person Centred **PAYMENTS** Payroll
Advice Independent Support Accurate Control
Solutions Accredited



Ideal for All will:



Payroll

- Register you as an employer with HMRC (Her Majesty's Revenue and Customs)
- Obtain authorisation from you to act on your behalf to liaise with HMRC
- Provide you with timesheets for your carers to complete
- Provide a "Payroll Calendar" showing dates by which timesheets should be sent to us for processing
- Process payroll on a 4 weekly cycle
- Provide bespoke payslips to employees by the dates set out on our payroll calendar
- Ensure PAYE information (tax & national insurance) is submitted to HMRC each pay period adhering to Real Time Information (RTI) regulations
- Ensure you have the all the necessary information to pay your carers and HMRC on agreed dates

Our highly experienced staff will support you to be a responsible employer, ensuring you can pay your carers on time every time.

Managed Account

- Manage your Direct Payment (DP) funding on your behalf
- Ensure all eligible DP costs to meet your care requirements are paid
- Keep a record of all your DP funds received and all payments made
- Provide you and Solihull Council with a detailed statement of your DP account at any given time or to an agreed schedule
- Monitor your care provider invoices against your assessed care and support plan
- Provide you with a mandate to complete, should you be assessed to pay a contribution into your DP account

Managed Account & Payroll

- Complete all tasks included in Payroll and Managed Account services
- Obtain your personal assistants/carers pay details (usually bank details)
- Ensure your personal assistants/carers are paid on time
- Monitor your carers timesheets against your assessed care package
- Ensure all HMRC liabilities are paid

Our staff have extensive experience supporting service users, combined with financial qualifications to effectively manage your DP administration.

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