



Independence is...

PeoplePlus Appointeeships

We aim to do everything we can to enable people to live independently in their own homes and communities. **We put people first. It is in our name, our ethos and our services.**



Payroll
services



Manage
accounts



Become
an
employer



Recruit a
personal
assistant



Information
advice &
guidance



PeoplePlus

skills for growth

PeoplePlus Appointeeship Service

PeoplePlus Independent Living

Services have been supporting vulnerable and disabled people to remain living independently in communities for over 15 years. We are one of the largest national providers of advice and guidance services, working with 25 local authorities and associated Clinical Commissioning Groups.

Why a PeoplePlus corporate appointeeship?

Our person centred approach places the individual at the very heart of our service. Our team of locally based advisers are trained to deliver excellent financial budgeting and pride themselves on working alongside people in the community to deliver outcomes. We offer different levels of support depending on the needs of the individual.

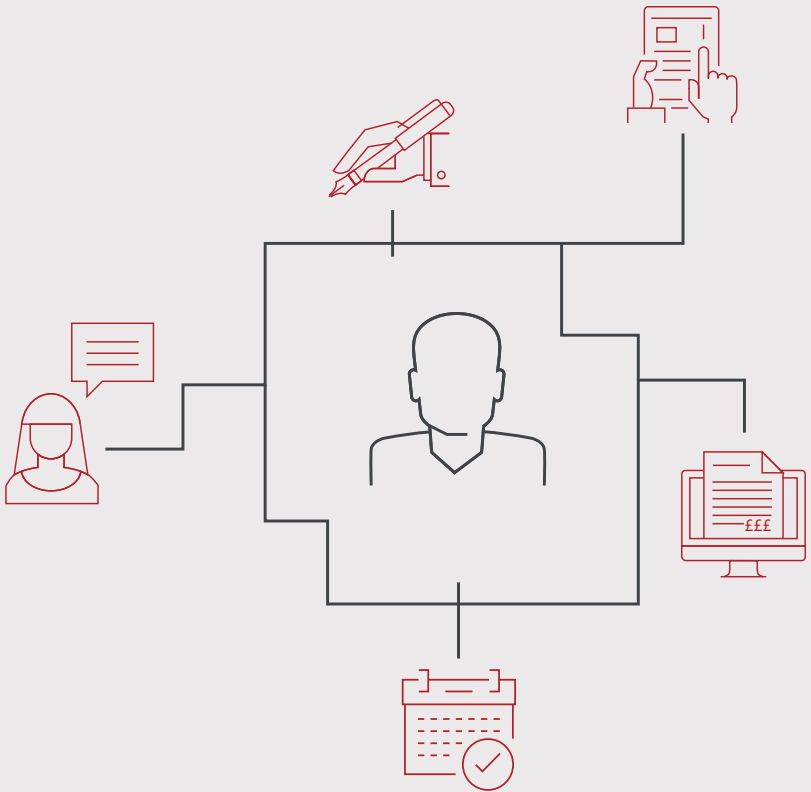
Services	Residential Basic Service	Residential Advanced Service	Community Basic Service	Community Advanced Service
Collect, monitor & manage all Social Security benefits on behalf of the service user	✓	✓	✓	✓
Ensure all benefits are claimed at correct time & rate	✓	✓	✓	✓
Use funds only for the service user & in their best interests	✓	✓	✓	✓
To inform DWP of all changes of any circumstances eg. address, name, admitted/discharge from hospital, death, capital levels/private pension payments	✓	✓	✓	✓
Inform DWP immediately if the service user dies & return any overpaid benefits	✓	✓	✓	✓
Pay fees for nursing/residential care or social care charges/fees. Complete all FAPRA forms regarding saving levels & fees assessment	✓	✓		
Make payments required to purchase individual items eg. television sets, wheelchairs or other one off items.	✓	✓		
Create & agree budget with the person being supported to ensure their ongoing financial obligations are being met.	✓	✓	✓	✓
Maintain benefit awards (State Pension, Pension Credit & Attendance Allowance) by assessing entitlement, completing forms & responding to DWP queries	✓	✓		
Provide personal monies by Special Delivery mail or paying of invoice from care home provider	✓	✓		
Provide an audit of monies ensuring they've been received by the service user & that their financial affairs are protected	✓	✓	✓	✓
Regular liaison with social work teams regarding issues that may fall outside our role as appointee e.g. safeguarding issues	✓	✓	✓	✓
Maintain & keep full financial records & information for a minimum of 7 years	✓	✓	✓	✓
Liaise & arrange payments for all debts		✓		
Provide personal monies by personal visit		✓		✓
Check balance of funds/receipts & account sheet that are held. Maintain an accurate record of the visit & transfer of funds both with the service user & at PeoplePlus office		✓		
Provide a financial welfare check with the person regarding their finances & any related needs they have which require action		✓		✓
Maintain & maximise benefits awards (eg. Income Support, Incapacity Benefit, plus more) by assessing entitlement, completing forms & responding to DWP queries. This also includes claiming & monitoring of housing benefit & council tax benefit claims			✓	✓
Pay all day to day living costs eg. rent, gas, telephone, etc. as well as other potential costs e.g. home/motor insurance, meal plans & any social services assessed charges where necessary			✓	✓
Provide personal monies in cash to the individual as agreed in the service plan. This may be by visit to the PeoplePlus office or by special delivery post			✓	✓
Where required by the social worker, an additional personal visit (max 2 per week) to be provided at additional cost				✓
Provide ongoing management of debts (to include liaison with all creditors by telephone & in writing.)*				✓
Management of Independent Living Fund & Direct Payment awards				✓
Cost (per annum)	£364.00	£650.00	£700	£1,000.00
Additional Cost	-	-	-	Payroll charges / Additional home visits

*Where there are debts accrued to more than three creditors, one off fees will be applicable for a four week period as follows: **4-7 debts - £85.00** **8+ debts - £120.00**
Any extension to the four week period will be agreed by a senior manager at the service area allocation panel.

What our support includes

We offer a full range of services, including:

- Applying to become an individual's Department of Work and Pensions appointee if required
- Work with the relevant person in order to ensure excellent financial budgeting is in place
- Providing accurate and timely account management
- Advice and support for professionals such as social workers and health professionals
- Person centred approach to supporting the individual, including continuity from a named adviser.



For more information about our range of corporate appointee packages, please contact **Victoria Gibbard:**

☎ 07545 420680

@ partners@peopleplus.co.uk