



Welcome to Beams Direct Payment Service

The Direct Payment Service is a KCC contracted service, managed by Beams independently.

Beams is a Kent based Charity that supports disabled children, young people and their families, and the enclosed leaflet will introduce you to the range of services provided by us.

Your Direct Payment Case Worker will be happy to support you through the process of setting up and managing your Direct Payment, their contact details can be found on the front of the DP folder provided. If your DP Case Worker is unavailable, you can also contact the DP Helpline between 9am and 3pm, Monday – Friday on 01322 669245

Your starter pack has been designed to provide the tools needed to assist you in setting up and managing your Direct Payment, and contains:

1. Beams Introductory Leaflet
2. GDPR Consent Form
3. Starter Checklist
4. Insurance Company information/application
5. Payroll Company information/application
6. Safe Recruitment Practice Leaflet (DBS)
7. DBS Application Request Forms (x2)
8. Managing your Direct Payment Records
9. PA Employers Checklist

The Insurance and Payroll Company information/applications provided by Beams are not a recommendation of the services, however their charges are within the range that KCC will cover as part of the Direct Payment Funding. Other providers are available and Direct Payment recipients are encouraged to make independent choices, carrying out their own research if they would like to do this.

Please visit our Website www.wearebeams.org.uk which provides information relating to all aspects of Direct Payments, together with various tools and documents (Contract of Employment, timesheets, etc) to support you with your Direct Payment. Your Direct Payment Case Worker will be able to help you locate any information or documents you need.