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| Coronavirus 2**Coronavirus (COVID-19):**  **Self Directed Support Options 1 and 2**  Easy Read Version | |
| Personal Budget | This is to give you information about **self directed support** and coronavirus.  **Self directed support** is also called **SDS**. |
| Support 2 | **How do I know if I use SDS?**  If you employ someone to support you, you use SDS.  If your family employs someone to support you, you use SDS.  If you chose the support provider that gives you support, you use SDS. |
| Direct Payment (P)Moneybag PoundsStay HomeShedding VirusLaw Human Rights | **What does the Scottish Government say about SDS?**  Your human rights are the most important thing.  But the coronavirus means it might be hard to give you the same support.  Some staff might be sick.  Some staff might have to self-isolate at home.  The Scottish Government has given more money to help pay for more workers.  When your normal staff cannot work with you, it is ok to use your budget in different ways to get the support you need. |

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|  | **Can I use my direct payment in a different way to get the support I need?** |
| Support 2Direct Payment (P) | Some people get money from the local authority to pay for their support. This is called **a direct payment.** It is sometimes called **SDS Option 1.**  You can use it to pay for a personal assistant or support workers or other things |
| Shedding VirusPerson centred plan | You should have a support plan that says how you will spend your direct payment.  You should do what your support plan says.  We want to make sure that you get all the support you need.  But maybe your personal assistant is sick or has to self-isolate.  Then you can use your direct payment in different ways. |
| Social Work 3Food DeliveryWeights Girl 1Show iPadTransportInterview greet | **What can I spend my direct payment on?**  You can use it to employ more staff  You can spend it on transport  You can spend it on IT equipment like a laptop or tablet.  You can spend it on gym equipment  You can spend it on food deliveries.  But you must speak to your social worker before you make these changes |
| Social Work 3Interview greet | **What if I need to employ more workers?**  It is ok to use your direct payment to employ more workers.  If this costs more than your direct payment, tell your social worker. They will sort out extra payments for you.  If you need someone to help you think about what you need, you can contact an Independent Support organisation.  To find your local Independent Support organisation, click on this link [SDS Scotland](#_Hlk41921080" \s "1,6323,6336,0,,SDS Scotland ) |
| Money - BritishSocial Work 3Direct Payment (P) | **What if my personal assistant has to pay for more things than usual?**  If there is enough money in your direct payment you can use that.  If there is not enough money on your direct payment, speak to your social worker.  They will probably give you the extra money. |
| Stay HomeSisters 1  ContractSocial Work 3 | **Can I employ a family member to support me while I am self-isolating?**  Yes, because it is an emergency. Three things need to happen   1. You need to discuss this with your social worker 2. Your social worker has to agree that this is a good idea 3. If you employ them and pay them, there has to be a contract. |
| ContractUniversal Credit 1 | **If I employ a family member, what things do I need to do?**  They need to know if this work will affect any benefits. They can find out by contacting [your local Welfare Rights Team](https://www.welfarerights.net/home.php)  There needs to be a contract that says that this work is temporary.  They can get help from the [Personal Assistants Network](http://www.panetworkscotland.org.uk)  They can get help with their wellbeing from the [National Wellbeing Hub](http://www.promis.scot) |
| Social Work 3Threatening carer | **I have employed a family member but it’s not working for me. What can I do?**  If you decide you don’t want a relative to work for you, speak to your social worker  If you don’t feel safe with a relative who is working for you, speak to your social worker straight away |
|  | **Can I employ a relative if they are my guardian and they are managing my direct payment?**  No. |
| Tick YesIsolated 1Direct Payment (P) | **What if I don’t want any support in the house because I’m scared of catching coronavirus?**  You don’t have to accept support if you are worried.  Your direct payment will not be cut if you tell them not to come. |
| Scottish Government Commits to £2m MaaS Investment FundMoneybag PoundsPay For CareInterview greet | **What if I want support but my workers are ill or self-isolating?**  If your support has to stop for a while, your personal assistant or support provider should tell you this.  They should tell you why it is stopping.  They should explain that it is not stopping for ever, just for a while.  You should keep paying your personal assistant or support provider even if they stop giving you support.  You can get support from someone else so that you get the help you need.  You can ask the local authority to pay for this new support.  The Scottish Government has given them money to cover it.  If you need help to speak up about this you can ask to get an advocate from an [advocacy organisation](https://www.siaa.org.uk/wp-content/uploads/2014/02/SIAA_Code_of_Practice_2010.pdf)  Or you can ask for help from an Independent Support Organisation. To find your local one, click here [SDS Scotland](#_Hlk41921080) |
| Social Work 3What's your plan for the next travel recession? - InsightsTop 7 Tips to Get out of Debt Fast | **Can I pay for extra support with my contingency fund?**  If you have money left over from direct payments you had before, you can plan what to spend it on. This leftover money is called a **contingency fund.**  The plan for what to spend the money on is called a **contingency plan.**  Your social worker has to agree this **contingency plan.**  You can use your **contingency fund** to pay for extra support if this is in your **contingency plan.**  If it is not in your **contingency plan,** you need to speak to your social worker. |
| Think together1Tick YesWhat's your plan for the next travel recession? - Insights | **Should I have a contingency plan?**  Yes a contingency plan is a good idea.  It can help you prepare in case things go wrong.  You can see a form to help you make a contingency plan if you click [here](https://socialworkscotland.org/wp-content/uploads/2020/06/Draft-Template-Contingency-Plan-for-My-Care.docx).  You can ask your personal assistant or support worker to help you with your plan.  You should show your contingency plan to your social worker when it is finished |
| Money - BritishDirect Payment (P) | **What if I have been given extra money in my direct payment?**  Support workers’ wages have gone up. The extra money is probably to pay them a bit more. |
| **Option 2**  **Option 1** | **Can I change my SDS option during the coronavirus pandemic?**  Yes.  For example, you can change to a **direct payment** if you want to have more control over the money A direct payment is also called **Option 1**.  Talk to your social worker if you want to do this. |
| Social work 2 | **What if I need support but I don’t get any right now?**  Tell your local authority that you need support.  A social worker will give you an assessment.  Click on this link to read more about assessments [Scottish Government Guidance](https://www.gov.scot/publications/coronavirus-covid-19-changes-social-care-assessments/)  If there aren’t enough social workers to give you a full assessment, you might get a quick assessment so that you can still get support if you need it. |
| Pay For Care | **Will I have to pay a charge for my support during the coronavirus pandemic?**  Yes if you had a full assessment and then you got self directed support.  There is only one way you will not have to pay a charge. That is if you were given self direct support after a quick assessment. |

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| **This section is for people who employ a personal assistant to support them** | | | |
| CDC Adds 6 Symptoms To Its COVID-19 List | WUNCShopping bags3School Walk 6Disposing of PPE Waste Correctly & Safely - GPT Waste ManagementSupport 2 | | | Sometimes a **personal assistant** is called a **PA**  During the coronavirus pandemic your PA is an **essential key worker.**  **What does it mean to be an essential key worker?**  It means they should be able to get PPE.  It means they should be able to go to the shops when the shops are just open to key workers.  It means their children can keep going to school.  It means that they can get a test if they have coronavirus symptoms |
|  | **How can my PA prove that he really is a PA?**  You should give them a letter that says you have employed them to be your PA  You can get help to write this letter if you click [here](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/05/coronavirus-covid-19-guidance-on-self-directed-support/documents/coronavirus-covid-19-guidance-on-self-directed-support/coronavirus-covid-19-guidance-on-self-directed-support/govscot%3Adocument/SDS%2BSocial%2BCare%2BGuidance%2Bfor%2BCovid19%252C%2B13%2BMay%2B2020.pdf) | | |
| Furloughing | **My PA is self-employed. Can they get help with their money during the coronavirus epidemic?**  Yes, they can get help if they click [here](https://www.gov.scot/publications/coronavirus-covid-19-support-for-businesses/pages/self-employment-income-support-scheme-seiss/) | | |
| Social Work 3Pay For Care | **How much should I pay my PA?**  There should be enough money in your direct payment to pay your PA at least £9.30 per hour.  If there is not enough money for this, you should talk to your social worker about it. | | |
| Virus ShieldingStay HomePay For Care | **What if I am shielding or self-isolating and don’t want my PA to support me?**  It is ok for your PA to work for someone else while you are shielding.  It might be in their contract that they have to ask you first.  You should keep paying them for the time when they are not working for you. | | |
| Coronavirus Symptoms  Stay HomePhone 1 Upset  111  CDC Adds 6 Symptoms To Its COVID-19 List | WUNC | **What if my PA starts showing coronavirus symptoms?**  If they show symptoms they should dial 111.  If they need to self-isolate, they should not support you until they are well again.  Here is a guide that says how PAs can get tested for coronavirus [guide](https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/pages/arrange-a-test/) | | |
| Pay For CareStay Home | **What if they refuse to self-isolate?**  Tell them that they must follow this guidance [NHS coronavirus guidance](https://111.nhs.uk/covid-19).  Tell them that they must stop supporting you till they are well again.  Tell them that you will pay them sick pay. | | |
| Stay HomeContractPay For Care | **If my PA is self-isolating should I pay them sick pay?**  Yes. You should pay them sick pay if they are sick or if they are self-isolating.  If they are self-isolating they should give you an **isolation note.** This is a note that proves they should self-isolate. They can get an **isolation note** if they click [here](https://111.nhs.uk/isolation-note/screener-question).  The contract you have with your PA says how much sick pay you should pay them. | | |
| Virus ShieldingFurloughing | **What if my PA has to shield?**  If they have to shield they cannot support you.  While they are shielding you should put them on the **furlough scheme**.  This means that the Government will pay them.  You can get more information about the **furlough scheme** [here.](https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme) | | |
| Shopping bags3Social worker 7Coronavirus 2 | **What if my PA does not want to support me because they are worried about coronavirus?**  They should keep supporting you unless they are shielding or vulnerable.  They could keep supporting you without having contact with you.  For example, they could do your shopping.  There are two organisations that could help you with this situation:  [SDS Scotland](#_Hlk41921080)  [SPAEN](https://www.spaen.co.uk/) | | |
|  | **Can I make my PA redundant?**  If you want to stop your PA working for you, you should talk to somebody about it first.  Talk to your Independent Support Organisation for advice. | | |
|  | | **Can my PA come back to me when they are ready?**  Yes. Talk to them about how you want this to happen. | |
| Interview greet | | **Who else can I get help from?**  Your payroll provider can help you to employ new staff. | |
| Co-Training 1Disposing of PPE Waste Correctly & Safely - GPT Waste Management | | **What PPE should my PA be using?**  They should read the guidance about PPE for key workers. You can read it [here](https://www.gov.scot/publications/coronavirus-covid-19-ppe-for-personal-assistants/).  NHS Education Scotland have made training resources on using PPE. You can find them [here](https://www.nes.scot.nhs.uk/education-and-training/by-theme-initiative/healthcare-associated-infections/training-resources/personal-protective-equipment-(ppe).aspx) | |
| Disposing of PPE Waste Correctly & Safely - GPT Waste ManagementIbrihim Phone 1 | | If you need help to find out where you can get PPE, phone 0300 303 3020.  If you employ your PA it is your job to make sure they have the right PPE.  If your PA is self-employed it is their job to make sure they have the right PPE. | |
| Claim Online | | **Where can my PA go for advice and support during the coronavirus pandemic?**  These organisations offer help and support to PAs  [National Wellbeing Hub](http://www.promis.scot)  [Turas Learn](https://learn.nes.nhs.scot/28063/coronavirus-covid-19/psychosocial-mental-health-and-wellbeing-support)  [Clear Your Head website](https://clearyourhead.scot/)  [SCVO](https://coronavirus.scvo.org/) | |
| Co-Training 1 | | **Where can I get training as an employer?**  You can get training and help from these organisations:  Here is guidance for employers [guidance](https://www.sssc.uk.com/knowledgebase/article/KA-02880/en-us)  Here are free online training courses [Open Learn](http://www.open.edu/openlearn)  Here are more free online courses [Skills Network](https://learntodayscotland.theskillsnetwork.com/) | |
| MECOPP Carers Centreman wearing white crew-neck t-shirts | | If you are from a black or minority ethnic community (BME) you might be worried about how the coronavirus pandemic might affect you.  You can talk to your social worker about this.  And you can contact [**MECOPP**](https://www.mecopp.org.uk/)**. MECOPP** is a black and minority ethnic carers organisation.  It can give you help and advice. | |
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