

## **Appendix 6 – Third Party Payment Request**

A parent/carer or young person may nominate a third party to received and manage the direct payment on their behalf. They must do this in writing. The third party then becomes responsible for ensuring the conditions of the direct payment are met. They will also be expected to provide evidence of any spend when reviewed.

It is recommended that the relevant EHCP Coordinator and a SEND Finance Officer meet with the individual third party and explain these responsibilities. The EHCP Coordinator also needs to be satisfied that the individual third party agrees to and is able to manage the direct payment.

### *Details required:*

- Name & Date of Birth of child/young person direct payment is for
- Name of Third Party
- Relationship to child or young person
- Address
- Postcode
- Telephone
- Date of Birth
- BACS details as per **Appendix 5**

All third party payments will need the approval of the appropriate Service Manager