

### About Purple Direct Payment Support Service:

At Purple DPSS (Purple Direct Payment Support Service), we are dedicated to empowering individuals with Personal Budgets through Direct Payments or Individual Service Funds, giving them the freedom to shape their own care and support. With our wealth of experience across the UK, we provide a range of tailored services, including expert employment advice and guidance, along with access to trusted providers for HR, payroll and insurance services.

Additionally, we maintain a dynamic Personal Assistant register called "Purple Match", host online support groups and offer training on vital topics such as safeguarding, financial planning and employment legislation.

Our mission is to offer a "one stop shop" direct payment support service to enable service users to enhance the use of their Personal Budgets and achieve their desired outcomes with innovative, person-centred solutions.

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### Our services:

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#### Employment advice and guidance (EAG)

We offer independent information advice and guidance to support service users through the process of employing their own PA, assisting with: recruitment of a PA, advertising, payroll service information, contracts of employment, DBS (Disclosure & Barring Service) checks, reference checks, employer's liability insurance, budgeting and support with completing auditing information.

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#### Personal Assistant (PA) recruitment

We offer Personal Assistant (PA) recruitment through "Purple Match" – our innovative service designed to connect Direct Payment holders with suitable Personal Assistants. With access to our register of available Personal Assistants and support from our recruitment officers, you'll receive help to find the perfect match. Our recruitment officers take the time to understand your needs and assist in creating clear, engaging job ads for the "Purple Match" job board, making it easier to connect with the right Personal Assistant for your situation.

## Doncaster service overview

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### Managed Account (Invoicing) service

The Purple Managed Account invoicing service offers a streamlined solution for managing Direct Payment funds.

With our Invoice service, Purple takes charge of processing invoices and making payments directly to care providers, ensuring that all financial transactions are handled efficiently. This allows the service user to focus on care arrangements, simplifying the overall management experience.

While Purple oversees the financial aspects, the service user maintains control over key areas such as managing contracts with care providers and addressing any service-related issues. This empowers the service user to remain in charge of their care while we assist with payments and invoicing.

The service user will also receive detailed quarterly e-statements, enabling them to monitor their account's activity. This transparency ensures a clear understanding of how their funds are being utilised.

This service is especially advantageous for those who wish to prioritise quality care without the complexities of daily financial management. By partnering with Purple, the service user can be confident that payments will be processed accurately and punctually.

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### Managed Account (Payroll) service

Under our Payroll service, Purple is responsible for overseeing all financial aspects related to payroll, ensuring that payments to the service user's Personal Assistants (PAs) are processed accurately and punctually based on submitted timesheets.

The service user retains control over essential aspects, such as managing contracts with their PAs and addressing any issues that may arise in their services. This ensures that the service user has the final say in the quality of care received while benefiting from the streamlined payroll management provided by Purple.

Purple will handle all calculations for wages, taxes, and National Insurance contributions with precision, giving the service user peace of mind.

The service user's PAs will receive regular payslips, and the service user will receive quarterly e-statements that provide an overview of account activity. This service is designed to simplify the payroll process.

## Doncaster service overview

### Process only Account service

With the Purple Process Only service, the service user remains in full control of the funds provided by the local authority, empowering them to manage their care budget with confidence. Purple's payroll service simplifies the process for employed Personal Assistants (PAs).

Once timesheets are submitted, we handle all the calculations and provide the service user with clear payroll figures, allowing them to make payments directly to their PAs.

In addition, we send detailed payslips to the service user's PAs, ensuring they have accurate records of their earnings. As the employer, the service user will be responsible for handling payments to HMRC for tax, National Insurance, and pension contributions, though Purple is here to advise and support.

### Online Support

We provide a comprehensive range of online support options including a wealth of useful resources on our website and timely communications on key topics, including managing Direct Payments, employment responsibilities and accessing local services. These resources are tailored to support both Direct Payment holders and their representatives, ensuring that our service users have the tools and information needed to navigate managing their Direct Payments confidently.

## Contact us:

 **Visit our website: [www.purple-dpss.co.uk/doncaster-dpss](http://www.purple-dpss.co.uk/doncaster-dpss)**

For information about our services, including useful resources, answers to frequently asked questions, registration for our free mailing list and more, please visit our website.



**Call our team: 0130 224 5721**



**Employment advice and guidance:  
[doncaster@purple-dpss.co.uk](mailto:doncaster@purple-dpss.co.uk)**

**Payroll query (employed PAs):  
[doncasterpayroll@purple-dpss.co.uk](mailto:doncasterpayroll@purple-dpss.co.uk)**

**Invoice query (self-employed, agency):  
[doncasterinvoices@purple-dpss.co.uk](mailto:doncasterinvoices@purple-dpss.co.uk)**