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### About Purple Direct Payment Support Service:

At Purple DPSS (Purple Direct Payment Support Service), we are dedicated to empowering individuals with Personal Budgets and Personal Health Budgets through Direct Payments or Individual Service Funds, giving them the freedom to shape their own care and support.

Our team of dedicated account managers are here to support service users in managing their funds and making necessary payments, such as paying Personal Assistants or care providers.

We are dedicated to providing a comprehensive "one-stop shop" Direct Payment support service, focusing on delivering innovative, person-centred solutions that empower service users to achieve their desired outcomes.

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### Our services:

#### 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.

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#### Managed Account (Invoicing) service

The Purple Managed Account invoicing service offers a streamlined solution for managing your 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 you to focus on your care arrangements, simplifying your overall management experience.

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

You will also receive detailed quarterly e-statements, enabling you to monitor your account's activity. This transparency ensures you have a clear understanding of how your 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, you can be confident that your payments will be processed accurately and punctually.

### Managed Account (Payroll) service

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

As the Direct Payment holder, you retain control over essential aspects, such as managing contracts with your PAs and addressing any issues that may arise in their services. This ensures that you have the final say in the quality of care you receive while benefiting from the streamlined payroll management provided by Purple.

We will handle all calculations for wages, taxes, and National Insurance contributions with precision, giving you peace of mind.

Your PAs will receive regular payslips, and you will receive quarterly e-statements that provide an overview of your account activity.

This service is designed to simplify the payroll process.

### Process only Account service

With the Purple Process only service, you remain in full control of the funds provided by the local authority, empowering you to manage your 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 you with clear payroll figures, allowing you to make payments directly to your PAs.

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

## Contact us:



**Visit our website:** [www.purple-dpss.co.uk/edinburgh-dpss](http://www.purple-dpss.co.uk/edinburgh-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: 01245 392300**



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



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

**Write to us: Purple Zest, BIC109, Arise Innovation Hub, Alan Cherry Drive, Chelmsford, Essex ,CM1 1QT.**