



## Ark<sup>®</sup> CS05 Support with Money

### What is support with money?



A **procedure** is a list of rules for Ark workers.

These are the rules about how we will help you with your money.

### Who are these rules for?

All Ark support workers need to follow these rules. Their manager will make sure they are following them.

## Your rights



You have a right to make choices about your own life. This includes choices about how you spend your money.



The law says we can help you with your money if you are not able to do it by yourself.

Some people will have a **financial guardian** or **appointee**. This is someone the law says is allowed to make choices for you because you are not able to.



We will only give you as much help as you need. Anything to do with money that you can do by yourself is up to you to do.

## Keeping your money safe



If we look after any money for you, we will keep it safe. This could be somewhere like a cash tin or a safe.



Your workers will write down any time they help with your money. This is so we can prove we are looking after your money properly.



Your Good Life support plan/Risk & Vulnerability (R&V) will say exactly what help you need with your money. We will check with you every 6 months to make sure this is still the right amount of help.

## Bank accounts



We will never know your PIN. If you use a bank card with a PIN, you need to remember the number yourself.



If we look after your bank account for you, we will make sure that all your bills are paid.



Your workers will write down every time they help with your bank account. This is to make sure we are looking after your money properly.

## Benefits



If we are your **corporate appointee** it means that we will manage your benefit money for you.



Even if we do not look after your benefit money, we can still help you phone about your benefit if you need us to.

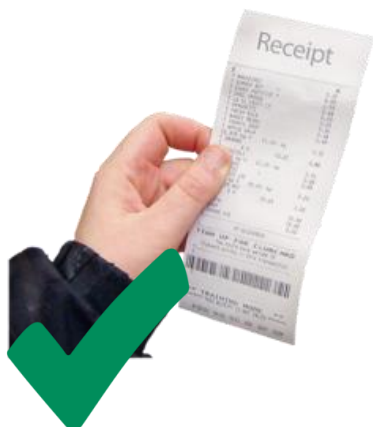


If your money comes from benefit, we will help make sure you do not go over the **capital savings threshold**. This means the amount of money you are allowed to have saved up before your benefit money stops.

## Spending money



If you have money that we give to you every day or every week, we do not need receipts for what you buy.



If your support workers buy things for you with your money, they **do** need to keep receipts. This is so we can make sure we are looking after your money properly.



If you go out for food or drinks with your worker, you will only pay for 1 drink and 1 course. If they want anything extra, they need to pay for it themselves.

## How will workers know what to do?

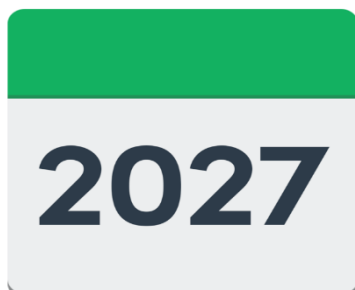


When people start to work for Ark, they get training.

They will learn about how to help you with your money.

They have to read these rules to help them understand.

## When do we check these rules?



These rules last for 3 years.

They were agreed by Ark and supported people in August 2024.

We will check them in August 2027.