



Name: ..... Date.....

**Maximising Income (STEP 3 PLUS)**

'SF' = What I want in my Support Plan

= What I can already do

 <b>Money Matters - Maximising Income</b> 			
<b>Step 3 - Being Independent</b>			
<b>Knowledge - I Know</b>	<input checked="" type="checkbox"/> /SF	<b>Skills - I can</b>	<input checked="" type="checkbox"/> /SF
<b>Getting the money I need</b>			
I know how to claim benefits <b>What do I know?</b>          <b>How do I claim benefits?</b>		I can complete the paperwork to claim benefits <b>My examples of doing this are:</b>	



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What do I get now?

I know what my money situation is  
*What is my money situation?*

I can explain to outside agencies (such as Police or Citizens Advice Bureau) what my money situation is.

*When have I done this?*

*Who did I explain it to?*



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#### Keeping records of my money

I know I need to keep records and details of the money  
I get

What paperwork do I need to keep?

Why do I need to keep them?

I can safely keep records and details of the money  
I get - *Guidance 2*

My examples of this are:



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#### Changes to my money

I am aware that personal changes can affect my money  
*What personal changes can affect my money?*

I can make sure I can get the money I should, when things change in my life  
*Examples of things that have changed in my life:*

*Examples of how I have managed my money, through these changes:*



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### Letting people know about changes

Guidance - The knowledge is covered in Steps 1 & 2

I can get help from outside agencies, when my situation or income changes. *Guidance 3*

Examples of who I have contacted:

What help have I had?



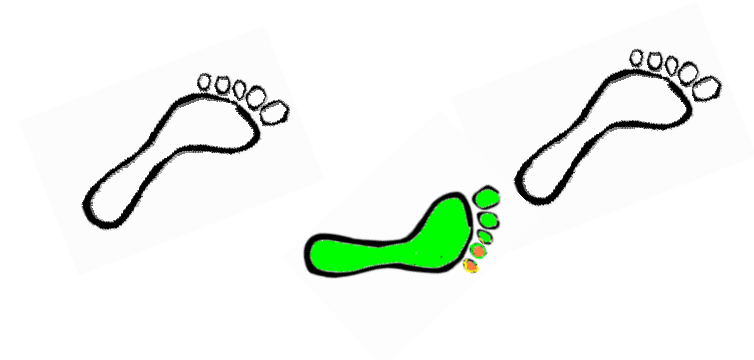
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Coping with paperwork		
<p>I understand the paperwork about the money I get - <i>Guidance 1</i> What paperwork do I get and what does it mean to me?</p>		<p>I can cope and deal with the paperwork I get about my money When have I done this?  What did I do?</p>



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A new home and my benefits			
Guidance -	...Covered in Step 1	I can let the benefits agency know about a new home, if I find one <i>When have I done this?</i>	
		<i>Who did I contact?</i>	
		<i>What difference did it make?</i>	



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Making and Keeping Appointments			
Guidance -	...Covered in Steps 1 & 2	I can make and keep appointments about my money	
		Examples of appointments I have made and kept:	

#### Guidance

- 1- This could be wage slips, benefit letters
- 2- Keep safe any information on identity
- 3- We appreciate that people can get support, but it may be that they go directly for external support (e.g. CAB), rather than from support provider



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I agree that this evidence has been checked and approved as complete for:  • <b>Step 3 - Maximising Income</b>	Date:	Support Worker:
	Date:	Manager:

If the evidence is not sufficient, please state why, or give any further comments:

