

Help to manage your benefits



Some people who receive benefits need help to manage them.



A person who has been given permission to manage your benefits for you is called a **benefits appointee**.



A **benefits appointee** can be someone who knows you such as a family member or a support worker.



Your **benefits appointee** will always discuss your benefits with you and involve you in making decisions and sorting out problems.



Everyone who gets benefits is given an appointment to go to the job centre. Your **benefits appointee** will go to this with you.



Your **benefits appointee** will phone the benefits office for you.



Some benefit forms must be completed on a computer. Your **benefits appointee** can do this for you.



Your **benefits appointee** can collect your benefits from the bank or post office with you.



Your **benefits appointee** will make sure that your benefits are paid on time.



Your **benefits appointee** will help you to pay your bills on time.



Your **benefits appointee** will help you to budget your money.



Your **benefits appointee** is allowed to sign **benefit forms** on your behalf.