# Personal Budgets (Direct Payments)

## Requirements

- Data submitted should meet this data specification i.e. include all of the field names listed below
- Only include current recipients of personal budgets.
- Personal budget data should relate only to recipients who are over 18 years.

**Personal Budgets (direct payments)**

| Field Name | Data Format | Comments |
|---|---|---|
| Title | Character | |
| Forename(s) | Character | |
| Middle name(s) or middle initial(s) | Character | |
| Surname | Character | |
| National Insurance Number | Character | It is important to provide this field where available in order to improve the quality of the data matching. |
| Address 1 | Character | |
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |
| Date of birth | Date | |
| Payment Start Date | Date | The date the payments started. |
| Claim/Case Reference Number | Character | This should be the unique internal reference number. |

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|---|---|---|
| Annual Amount Paid | Numeric | **This is the full annualised amount of the personal budget/direct payment awarded to the recipient (i.e. the full 12 months and not pro-rata to the extract date).**<br><br>Monetary amounts should be supplied without a £ sign and in the format of pounds and pence i.e. 12345.67. Monetary amounts must be supplied in the same format throughout the file. Records supplied as just pence (i.e. 123456) will be translated as £123456.00. If monetary values cannot be supplied, the field should be left blank. Please do not insert a zero. |
| Date last paid | Date | Date the last personal budget direct payment was made |
| Housing Benefit Flag | Character | Include a 'Y' in this field to indicate that a personal budget recipient is in receipt of housing benefit. Otherwise leave blank. |
| Pensions Income Flag | Character | Include a 'Y' in this field to indicate that a personal budget recipient is in receipt of pension income. Otherwise leave blank. |
| Unique Property Reference Number (UPRN) | Character | |
| Gender | Character | This must be 'M' for Male, 'F' for female or blank |

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