

# Guidance Notes for applying for a Health Appointment Respite Grant

Please read this guidance carefully prior to completing your application.

If you have any queries regarding the suitability of your claim, please discuss them with a carer support worker prior to submitting your application.

## Eligibility

Funding is available for carers (aged 16 and over) who are caring for a person who:

- Is aged 18 or older with care and support needs;
- Would be at risk if left alone for the period of time needed for the healthcare appointment/training;
- Does not have homecare or home based respite services arranged by Adult Social Care.

Where there is an existing homecare/home based respite service arranged by Adult Social Care the carer should request this directly from the provider.

Where the cared for person is in receipt of Direct Payments there should be some flexibility in their budget for additional respite care. Applications can only be made in this situation where there is not enough funding in the cared for person's personal budget to meet the costs of the required respite care.

Care for the Carers will discuss alternatives to the Health Appointment Respite Grant such as Flexi TeleCheck.

## What can I apply for...?

Carers may apply for a Health Appointment Respite Grant to pay for replacement care to attend the following:

- Healthcare appointments, e.g. GP, hospital, optician or dental appointments.
- Health treatments, e.g. physiotherapy, and Live Well e.g. stop smoking clinics, weight management, falls prevention.
- Counselling sessions where these are arranged by Care for the Carers or through your GP.
- Training relating to the caring role, e.g. First Aid, CrISP, condition-specific training, or other relevant training.
- Engagement activities, specifically attendance at Carers Partnership Board and sub groups.
- Pre-employment related activities, specifically job interviews, employment skills training courses of up to 5 days in duration, and work trials of up to 5 days in duration.

Replacement care may not be required for the whole period of time away from the cared for person, e.g. someone may be required to prepare a meal or give medication.

Instead of replacement care, the funding may be used to pay for:

- Replacement meal services.
- Travel costs to an appointment which will reduce the time away from the cared for person.

### **How much should I pay for replacement care...?**

Carers are able to apply for funds to pay for community homecare and privately arranged homecare, which are capped at the rates below, depending on location:

- Community homecare is normally capped at a maximum hourly rate of £14-£18.
- Privately arranged home care is normally capped at a maximum hourly rate of £21.

Other alternatives include using a day service, or paying a small amount to a friend or neighbour to stay with the cared for person or to visit to check on them.

If you are paying a family member or friend, the hourly rate is capped at a maximum of £10.

### **How much should I pay for a meal service...?**

- A replacement meal should cost around £6.

### **How much should I pay for transport...?**

The grant is not intended to fund the cost of attending the appointment, but may be used to reduce the time that you spend away from the cared for person.

- Public transport costs to and from the venue may be reimbursed if this reduces the time spent away from the cared for person. (Travel tickets or receipts must be provided.)
- Taxi costs may be reimbursed where it is not possible to use public transport due to lack of provision, timing, access or due to disability. (Receipts must be provided).
- Transport may be provided by a friend or family member's vehicle, if this will reduce the time spent away from the cared for person. Only mileage from the cared for person's address to the address of the venue or event (and back if appropriate) can be claimed. Mileage claims should be calculated at 45p per mile.

### **I can't afford to pay the costs upfront, what help is available to me...?**

If you're experiencing financial hardship and are unable to cover the cost of replacement care, meals or travel upfront, please contact Care for the Carers to talk about how we can support you.

## My health appointment is going to take longer than 12 hours, what should I do...?

Contact Care for the Carers to discuss your individual circumstances so we can talk through whether you will be able to claim a grant for this.

### How do I apply...?

1. This form should be submitted, together with your receipts, once your healthcare or engagement appointments have taken place, and the replacement care/replacement meal/transport has been obtained and paid for.
2. Please complete **all** sections of the Health Appointment Respite Grant Application Form.
3. When completing the form please ensure that you clearly indicate the reason for your application and the type of service that you would like to use the grant to be reimbursed for. For example:

C Grant application information				
Have you received a grant within the past 12 months?			Yes	No
Reason for application (e.g. I need to attend a hospital outpatients appointment)	Type of service/s required (e.g. I need a sitting service for 3 hours)	Date/s service is required	Cost of service (e.g. £36.00 in total which is £12.00 an hour for 3 hours)	Total amount of grant applied for
I need help to travel to my counselling sessions because I don't drive and we live in a rural area.	A taxi from my house to the counselling venue.	19/11/15 17/12/15 15/01/16 19/02/15	£22.00 per journey.	£88.00

4. The completed form should be sent to Care for the Carers in the freepost envelope provided, together with any receipts. If you are paying a family member or friend for replacement care, please ask them to complete the page at the end of the form to confirm that they have received payment. Please be aware that incomplete forms cannot be assessed and will need to be returned to you.
5. Care for the Carers aim to assess all applications and share the outcome with you within 10 working days.