



Carers Payment – Information (Cash Grant)for Staff - Adult LD

A carer's cash grant may be available to provide a service to meet a need identified by a **carer support needs assessment**.

Who is eligible?

In order to be eligible for a payment a carer must be providing regular and substantial care to someone who is ill, frail or has a disability. Where there is a need to prioritise provision of carer cash grants the following criteria will be used.

- Carers whose emotional or physical health is at risk
- A caring situation that is at risk of breaking down
- Carers whose health and well-being would benefit from a grant (for a carers break for example) and who are unable to finance this without assistance.

What kind of support can staff request a carer's grant for?

Services for carers are not defined. As part of carrying out a carer support needs assessment it is expected that the assessor will be innovative in identifying outcomes which are valuable for carers on an individual basis.

Some **examples** of support for which a grant may been provided include:

- Carer breaks (e.g. cost of accommodation, flight)
- Aromatherapy sessions
- Training courses for carers
- Items which would alleviate stress for the carer (*this does not include equipment for the cared for person which requires an OT/Nursing assessment*)
E.g. mobile phone to enable communication for the carer.
- Driving lessons where the cared for person was the driver and is now unable to do so.

N.B. Grants are one off payments and are not intended to be used to provide recurrent services.

How do staff access a carer's grant?

Complete a Carers Support Needs Assessment form with the carer to identify any needs. The process for accessing a carer's cash grant is as follows:

1. Complete the 'Request for Carers Cash Grant' form (CarerDP1). It is essential that you provide accurate and sufficient information to enable the Head of service to determine funding approval. If necessary please attach an additional report supporting your application.
2. Give the carer a copy of the carers information sheet on carers cash grants.
3. Submit the request form (CarerDP1), which includes an estimate of the costs involved, supported by your Line Manager. Forward DP1 to the Team manager - **Please attach completed DP2** at this stage, so if approved the application can be processed immediately – failure to include DP2 will result in a delay of payment. **Please note BSO will issue a cheque unless the Carer has been paid directly into their bank account on a previous occasion or has provided bank details on a letter headed letter from the bank.**

4. If approval is granted, the HOS will forward 'Request to Finance' form (CarerDP2) to the Carers Support Team Carer.Support1@westerntrust.hscni.net
5. The carer support team will record the grant and forward to finance for payment.
6. The carer support team will notify the keyworker and forward the DP3 form. It is the key worker's responsibility to give the DP3 form to the Carer and retain the form along with receipts once the carer completes.

A **guideline** for amounts requested is up to £150 in one year. However, the amount awarded will be at the discretion of the Head of Service as payments will depend on the level of funding available.

It is essential that the carer understands that this is a process that depends on funding approval being granted. Their expectations should not be raised prematurely before approval has been given. **The carer must be given the information sheet explaining this process.** Staff members should emphasise to carers the need for receipts being provided for the Trust for audit purposes.

If you have any other queries on carer issues please contact:

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