

The Carers Personalised Break Scheme explained and terms of use.

Dear Carer,

Set out below are the terms and conditions for using the Carers Personalised Break Scheme.

Please read them carefully and make sure you fully understand the terms and conditions.

If you are not totally clear or uncertain or you have any questions then ask the person who is helping you with the assessment/application.

- **Sending in an application is not a guarantee of receiving a service.**
- Your application will be considered to make sure it meets the criteria and aims of the Scheme.
- The total budget for the Scheme is set each financial year (April to March). If funds are not available then your application will be held until the next financial year.

Who is it for?

- A carer who supports a vulnerable person who is resident of Knowsley MBC (the carer does not need to be a resident).
- That the carer is aged 18 yrs or over. This includes people aged 18 years and over who are the formal carers of disabled children.
- **There can be one application per cared for person.** This application will be for the primary carer only. If there are joint carers then make a joint application and the award will be split.

What is it for?

- It aims to provide you with a personalised break from your caring role and responsibilities.
- This can include services and products that will improve your quality of life.

- **One application can be made in an 18 month period (from date of the application) for up to a maximum award of £350 worth of services/products.**
- You will not be given cash or have money paid into a bank account. The Knowsley Carers Centre will help you identify the type of break/product you want and they will purchase them on your behalf. Only in very exceptional circumstances will money be paid direct to you or to another person.

How it can be used.

The definition of a carers break is set out below and has been endorsed by the Carers Partnership Board.

A break from caring is different for each person and can change over time and circumstances.

It is time away from the physical, practical and emotional part of caring. This can be anything from 1 hour to several weeks to give time to rest, or a chance to experience new things.

A break can be any activity that gives time away from their caring responsibilities, in any location that they choose. This can be time for themselves, with the person they care for, with family or friends.

You are encouraged to think about what you want to achieve by using the fund (the outcome) and be flexible and imaginative on how you reach this outcome.

It should not be seen as providing an alternative form of break for the person you care for, but for supporting you in the caring role.

For Example

- For services such as one off or regular gardening, decorating or cleaning where you have not been able to carry out these tasks due to your caring role.
- Other examples could include anything that you feel gives a break such as music lessons, gym membership, cinema pass, a weekend break,

hotel vouchers, a relaxing massage, pamper sessions, equipment to follow a hobby, dancing lessons, football tickets, art classes, a laptop, theatre tickets, driving lessons, adult education classes, training etc.

- The costs associated with you taking a break. e.g. Accommodation, meals and transport costs.
- The costs associated with someone taking the cared for person away somewhere whilst you stay at home.

What it can not be used for.

- You cannot buy community care or other services to meet the assessed needs of the person they care for, such as residential, home or day care.
- It cannot be used to secure a service/product from a spouse or civil partner, close relatives or anyone who lives in the same household as you, unless that person is someone who has specifically been recruited to be a live-in employee.
- The fund cannot be used to deliver intimate care services to the person being cared for unless there are 'prescribed' (or unforeseen) circumstances. Once this happens, the local authority should treat this as a change in circumstances.
- The fund cannot be used to circumvent a chargeable service.
- The fund can not be used to supplement a break for either the carer or the person they care for which is being paid for through a personal budget or by Direct Payments.
- To pay for a holiday that is already planned, booked or paid for.
- To buy White goods and household items such as beds, sofa etc.

Charges:

There is no charge for the service. Services for carers are not subject to means testing and fairer charging assessments. They are also disregarded as income for means tested benefits.

Conditions of use for the carer.

- If you decide that you want to apply for the Carers Personalised Break Scheme then they must read these terms and conditions of use.

- You must agree to take part in two short questionnaires when first contacted by the Knowsley Carers Centre and then again after you have used your break.
- **Due to demand, it will take 6 to 8 weeks to process each application.**
- If you want to book a holiday break you must give the Knowsley Carers Centre a full two month's notice prior to taking the break to allow the processing of the break.
- Holiday breaks can only be booked by the Knowsley Carers Centre through known, reputable accommodation providers. This excludes making payments to family/friends for caravans/holiday homes.
- Services and contracts with gardening, cleaning, decorating or other type of similar service must be through a known reputable company. You will be given guidance on the choices and companies available.
- By making an application you agree to the sharing of your information with the Knowsley Carers Centre and Knowsley MBC. This will only be used in the operation and monitoring of the Scheme.

How to make an application.

All applications must be made through and with the help of a Supporter.

A supporter is someone who works for an organisation, team or agency that is recognised as supporting carers as part of their role.

Supporters include:

Members of Adult and Older People Social Work Teams
 Members of Mental Health Teams
 Admiral Nurses

The following are Members of the Carers Engagement Group:

Knowsley Carers Centre
 Alzheimer's Society
 Age UK (KOPV)
 KPAC

Knowsley Pensioners Advocacy & Information Service
Knowsley Disability Concern
Care and Respite Support Services
Prescot and Kirkby Caring Companions

How it works.

- If a social worker or member of a Mental Health Team is supporting you then this will be part of either a carer's assessment or a joint assessment or review. The supporter will discuss your needs and contact the Knowsley Carers Centre on your behalf.
- All other supporters can provide you with the application form and can help you to complete it, if needed.
- **You must complete as much of the application form as possible and this must be returned to your supporter.**
- The supporter must have completed their section of the application, read and signed the application.
- Once signed, you or the supporter will forward the application onto the Knowsley Carers Centre

Please note that terms and conditions for the Carers Personalised Break Scheme may change to reflect changing circumstances.