

Carers Grant – Guidance

Notes

Please read this guidance before you complete the application form.

1. What are Carers Grants?

- **Is either a single payment made of £100 directly to an unpaid Carer or 12 months Free Wirral Leisure Pass to support them in taking a break from caring and help relieve the stress of caring.**

Carers may be entitled to receive a Carers Grant if they are providing **necessary care**. A Carers Grant gives the Carer choice and control over the way that their support is provided.

Not all Carers will receive a Carers Grant. The Carers Grant is not an entitlement but one of a range of possible options to help you in your caring role.

The Carers Team will inform you about applying for a Carers Assessment and may recommend this instead, if they feel this would be more appropriate. There may be other support that could help you e.g. replacement care through residential respite, day care or care in the home etc. or support from voluntary organisations or to access community services.

2. What can a Carers Grant be used for

Examples of how a Carers Grant might be utilised are as follows:

- Training courses to develop skills for employment
- Courses that improve skills that enable you to carry on caring (that are not already available free of charge)
- Relaxation or therapeutic courses
- Accessing facilities to improve your health and wellbeing
- Accessing leisure opportunities or hobbies that provide you with a break from your caring role
- Support to keep in touch with family and friends
- Purchase of goods e.g. laptop or mobile phone to access information and advice or keep in contact with family and friends

These are only examples. You may have other ideas which would meet the criteria to have a break from caring or ease your caring duties, please discuss this with one of the Carers Team.

Carers Grants **cannot** be used to:

- **Pay any receipts retrospectively (anything already purchased)**
- **Cost towards an annual family holiday**
- **Pay towards a holiday abroad or towards flights.**
- **Fund holidays/breaks already taken (retrospectively).**
- **Fund an item or activity that would have been purchased anyway.**
- **Pay debts and household bills including grocery shopping or meals.**
- **Fund gambling [including bingo], or buy drugs, alcohol or tobacco.**
- **Fund any activity that is illegal.**
- **Purchase of items (clothing, perfume)**
- **Rental payments, mortgage payments or council tax**
- **Services that can be accessed free of charge from other organisations or community services**

N.B. The Carers Grant **cannot be used** to fund goods or a break for the cared for person.

Only one Carers Grant application can be made in a 12-month period.

3. Repeat Applications

If a Carer has previously claimed a Carers Grant and submits a claim the following year, the Carers Team will check with you whether a Carers Grant is the most appropriate type of support for you.

Carers Grants are subject to budget availability. Depending on your circumstances, repeat applications may not be approved.

4. Eligibility

You could be eligible for a Carers Grant (or Leisure Pass) if:

- You are a Wirral resident, over 18 years providing care to an adult over 18 living in Wirral
- You are a Young Carer, 16 – 18 years, providing care to an adult over 18 living in Wirral
- The care you provide is necessary care and support to an adult who would not be able to manage without that support
- You are providing unpaid care (Carers allowance is not classed as a payment)

- You need support to assist you in your caring role
- The person you care for is NOT in receipt of social care funded services such as day care, residential respite or care in your home from care workers
- The Carers Grant could help with your own health and wellbeing and/or support you in your caring role
- You are on the Wired Carers register (please ask if you are not sure)
- You have been assessed as eligible for a Carers Grant by Adult Social Care through a statutory Carers Assessment

Carers Grants are not payable to people who are supporting a person who is living in permanent nursing or residential home accommodation, supported tenancy, for unpaid volunteers, voluntary workers or paid care workers.

Only one Carers Grant can be issued if the care of an individual is shared between more than one person e.g. a couple sharing the care of a family member. If there is a mutual caring role e.g. a couple both have ill health or disabilities and are caring for one another, only one person can apply for the grant.

5. How to Access a Carers Grant

Applications for the Carers Grant can be made if you meet the criteria for the service and your physical and/or mental health is at risk of deteriorating. To request an application form, contact the Carers Helpline on 0151 670 0777, you will also be offered further support from a Carer Connector.

You may be asked to produce two of the following: a recent utility bill, passport, driving licence, or evidence of being in receipt of welfare benefits as to proof of identity and current address.

To prevent fraudulent claims, be prepared to be asked to provide proof that you are a Carer for an adult living in Wirral.

6. Carers Grant Application Form

You will be asked for a short statement, establishing how you intend to use the grant and how it will support your health and wellbeing. It is important not only to clearly illustrate what the Carers Grant will be spent on but precisely why and how this will address your health and wellbeing

Failure to complete this in full may result in an application being rejected.

You will need to provide a signature to confirm that you are a Carer and agree to submit receipts and other documents requested.

7. Payment System and Receipts

Payment is made into the Carers bank account via a BACS (banks automated clearing system) transfer. Notification on whether the Carers Grant has been approved will be by letter or email.

The Carers Team will endeavour to pay your Grant as soon as reasonably possible. We are unable to give a timescale for payments.

All Carers are expected to keep a record of spend and a copy of receipts. Within 3 months of a Carers Grant payment, you will be expected to provide a record of expenditure and receipts. These must be returned to the Carers Team at Wired

If receipts or other proof of purchase or the Carers Grant has been used inappropriately, future applications will **not be accepted**.
WIRED cannot accept liability for lost or late receipts.

8. Monitoring

The scheme will be closely monitored to ensure that the Carers Grant is being used appropriately and to address any issues arising. The Provider and the Commissioners of the service reserve the right to change the eligibility criteria to keep expenditure within budget.

The Carers Team will also keep records of all Carers Grant's processed including dates of grants issued and the amount in accordance with Data Protection 1998.

Experience of other Carers Grant Schemes indicates that guidelines may need to be updated from time to time to reflect operational practice.

Over time, the development of the scheme may require moving to using alternative electronic systems for client information storage. The Commissioners (Wirral Council) and the Provider may use a common electronic system to share personal data that you have provided in the Carers Grant application.

Detection of fraudulent claims will be reported to the police and may result in legal action being taken. We will seek to recover any monies paid to you.

9. Appeals

If an application is rejected on the grounds that it does not meet the criteria for the service, **Wired and the Commissioner (Wirral Council)** will look at the issue in dispute and try and affect a resolution.

If a Carer is unhappy with the way an application is processed, the Wired Senior Management team will investigate this under their complaints processes.