

Adults and Communities Carer's Break Grant Application Form Guidance Notes

If you are completing this form by hand, please use BLOCK CAPITALS and black ink.

You can contact us if you need further copies of the application form and guidance notes. Alternatively, you can download the form and these guidance notes from the website below.

Website: www.birmingham.gov.uk/carers-info

Phone: 0121 303 4044

Email: carersbreakgrant@birmingham.gov.uk

You can contact the Birmingham Carer's Centre and they will help you with completing the form:

Phone: 0121 262 3033

Please be aware that the Carer's Break Grant Application Form (ACF0022) produced in October 2012 replaces all previous versions of the carers grant application form. We will not accept previous versions of this form.

Completing the form

Please ensure you complete all sections of the form that apply to you. This will ensure that we are able to process your application as quickly as possible. If someone completes the form on your behalf then you are responsible for checking that it is accurate. Any incomplete forms will not be processed; we will return them to the applicant. We will not start process a grant application until we have received a fully completed form from you.

Who is a Carer and who can apply?

We define a carer as; someone of any age, who provides unpaid help to a person, without which the person they support could not manage. For example, carers may be supporting a relative, partner or friend, who is ill, frail, disabled, or has mental health or substance misuse problems.

In order for a carer to apply for a grant **the person they care for must:**

- Be over 18 years of age
- Be resident within the City of Birmingham

We also ask applicants for the grant to send proof that they are providing regular and substantial care. This is explained in the notes in Section 3 below.

Timescale for processing applications

We will aim to process applications within 8 weeks, provided that an application is fully completed. If applications are incomplete, illegible or inaccurate we will return the form to the carer. We will only start to process forms when we have received a completed application.

How often can you receive a grant?

In order that as many carers as possible benefit, we will pay a **maximum of one grant in every two years**. The two year period will be based on the date that we last paid the grant. For example, if you last received a grant on 1st May 2010, the earliest we will pay you another grant would be 2nd May 2012. Because funds are limited we cannot guarantee that all eligible applicants will get a grant every two years.

We are unable to keep completed applications if they are sent in before the two year period has elapsed. If you are unsure when you might be eligible to reapply then please contact the carer's break grant administrator.

What happens if the cared for person has more than one carer?

We are aware that some cared for people have more than one carer who might want to apply for a grant. In this situation we will only pay one carer each year. The next year the other carer can apply. Each carer will receive a maximum of one grant in every two years. We will check all applications to see if another carer has already been paid in relation to the same cared for person named on the application.

Section 1 – Your details

This section should be completed by the carer who is applying for the grant. Please check the information above to make sure you understand who can apply for a Carer's Break Grant.

We need to know what your relationship is to the person you care for so that we can record your details in our database. We keep records of carers in Birmingham in order to help us with planning our services and monitoring our performance.

Section 2 – The person you care for

This section should be completed by the carer who is applying for the grant. We need to have some basic information about the person you care for in order to check that your application meets the criteria explained above. We also need this information to monitor who is getting the grants.

Section 3 – Eligibility for the Carer’s Break Grant

The purpose of this section is for the carer to confirm that they provide regular and substantial care to the person they care for. The definition of ‘regular and substantial care’ is below.

A carer is providing ‘regular and substantial care’ when caring has:

- a significant impact on their day to day life;
- takes up their time and energy; and
- is negatively effecting their physical and emotional health.

There are two ways in which carers can confirm this. **We only need one of these to be completed.** These are explained in the notes below.

Section 3a

Some carers will be in receipt of Carer’s Allowance. This is a benefit paid by the Department for Work and Pensions (DWP). If an applicant has been awarded Carer’s Allowance we will accept this as proof that they provide regular and substantial care.

The applicant needs to send us a photocopy of a recent letter from the Department for Work and Pensions (DWP) that confirms they receive Carer’s Allowance. The date on this letter should be within the last 12 months. If you do not have a recent DWP letter we will accept a photocopy of a bank statement showing that you receive carer’s allowance.

Applicants can ring the DWP to ask them to send a letter. The number for the Carers Allowance office is **0845 608 4321**.

Section 3b

The purpose of this section is to enable carers that do not have Carers Allowance to apply for a grant. The carer applying for a grant needs to find a professional that knows their situation and can confirm that the applicant is providing ‘regular and substantial care’. The carer needs to choose a professional that knows about the health and social care needs of the person being cared for. The professional should also have knowledge of how the care provided is affecting the carer’s health and wellbeing.

Examples of the types of professionals that might be able to help are; GP’s, nurses, social workers, benefits advisors or carers support workers.

Section 3b must be completed by the professional.

Section 4 – What do you propose to use the grant for?

We need the carer applying for the grant to explain what they intend to spend the money on. In the second part of this section we need the carer to explain how this will give them a break from caring.

Section 5 – Your bank details

Please ensure that the name of the account holder, the account number and sort code are accurately recorded on the form. If you want us to send a cheque please give your name as it needs to appear on the cheque. The form also allows you to nominate someone else to receive the grant on your behalf.

Some types of basic account, including those provided by the Post Office, will not accept payment from Birmingham City Council via the BACS system. Please check that your bank account is able to accept payments via the BACS system.

If you do not have a bank account and you choose to be paid by cheque, you can cash it at:

**Manor House
40 Moat Lane
Digbeth
Birmingham
B5 5BD**

The cashier will need 2 proofs of identity, including one photo ID and proof of your address.

Section 6 – Your signature

The carer applying for the grant must sign this section to confirm that the details provided are accurate.

Section 7 – Additional information about you and the person you care for

You do not have to provide this information, but it helps us to monitor how effective we are in providing a service to people in Birmingham. It is not used for any other reason. Please contact us if you would like more information on equal opportunities monitoring.