

**Cambridgeshire County Council**

**FAIRER CONTRIBUTIONS POLICY**

VERSION CONTROL

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## GLOSSARY

<b>Attendance Allowance (AA)</b>	A tax-free benefit for people aged 65 or over who need someone to help look after them because they are physically or mentally disabled.
<b>Arranged Provision</b>	Services arranged by the County Council or one of its partner organisations.
<b>Care Act 2014</b>	Phase one effective from 1/4/15. DoH has issue guidance. Phase two is planned to be effective from 1/4/16
<b>Crisis Intervention</b>	Where there is a situation requiring urgent intervention to reduce the risk to an individual who is not previously known to the County Council e.g. sudden deterioration of condition resulting in sudden loss of physical mobility.
<b>CJD</b>	Creutzfeldt Jacob Disease.
<b>Direct Payment</b>	Cash payments made directly to the person or their nominated agent in order for them to purchase support services directly.
<b>Disabled Facilities Grant (DFG)</b>	An application for top up assistance with Housing Adaptations.
<b>Disability Living Allowance</b>	A tax-free benefit for children and adults (under 65) who have physical or mental disabilities. There is a care component and a mobility component.
<b>Extra Care Services</b>	Supported Accommodation for people.
<b>Financial Assessment</b>	A process where a person's financial details are obtained in order to calculate their contribution to social care support.
<b>Maximum Weekly Contribution</b>	The maximum weekly amount that a person can contribute to their social care support following a financial assessment.
<b>Minimum Income Guarantee</b>	Income that is disregarded in order for someone to meet their normal living costs.
<b>Mixed Package</b>	Where a service user has chosen to take their personal budget part direct payment and part arranged provision.
<b>Personal Budget</b>	The actual amount of money needed to pay for services/support to meet assessed needs, as identified in Support Plans - made up from

	Cambridgeshire County Council funds and a person's contributions (if applicable).
<b>Personal Independence Payment</b>	A tax-free disability benefit that is going to replace Disability Living Allowance for people aged 16-64. It has a daily living component and a mobility component.
<b>Re-ablement</b>	This is a short term service designed to help people become as independent as possible following an illness, an operation or a long term condition, through learning or re-learning the skills necessary for daily living.
<b>Support Plan</b>	A support plan is the name for the plan that shows how someone wants to spend their personal budget, in order for them to get the care and support they need. It is a plan for a year.
<b>Tariff income</b>	Capital of between £14,250 and £23,250 will be assessed to show an assumed (or 'tariff') income. For every £250 or part of £250 of capital between £14,250 and £23,250 you will be assessed as though you have an extra £1 per week income.
<b>24 hour care response service</b>	<p>A contribution made by a person living in Extra Sheltered Accommodation who is not in receipt of a Social Care service but has the opportunity to access support should an emergency arise.</p> <p>OR</p> <p>A contribution made by a person living in Extra Care Accommodation who may or may not be in receipt of Social Care. It enables all tenants the opportunity to access support should an emergency arise and forms part of any agreement in accessing Extra Care.</p>

## **INTRODUCTION**

The County Council's Fairer Contributions Policy explains the amount a person will need to pay for support at home (their contribution).

The aim of the policy is to make sure that the amount a person pays for support at home is fair, based on their ability to pay, and in proportion to the level of support they receive.

Our Fairer Contributions Policy is based on the following Government guidance and legislation:

- Care and Support statutory guidance issued under the Care Act 2014.
- Care and Support (Charging an Assessment of Resources) Regulations 2014

This document should be read alongside our adult social care leaflets and factsheets about the cost of care, which can be found on our website <http://www.cambridgeshire.gov.uk> or by ringing the adult social care customer services line on 0345 045 5202.

## **SCOPE OF POLICY**

Support that falls within the Fairer Contributions Policy is as follows:

- Home care: this includes help with personal care including, practical tasks, and activities associated with day to day living).
- Planned short term care (formally known as respite).
- Attendance at day care: whether in a day centre or other day activities.
- Personal budgets will be subject to a contribution regardless of how they are used or whether the personal budget is taken as a direct payment, or the Council commissions the care.
- Supported living/extra sheltered accommodation.
- 24 hour care response service
- Interim beds: if you were making a contribution to your care before you were admitted to hospital, the collection of your contribution will restart from the date you are admitted to an interim bed. Interim beds funded by the County Council are used when people are medically fit to be discharged from hospital, but cannot immediately return home or may need to be cared for in a different setting.
- Jointly funded services: contributions will be sought for the element of social care support provided by the County Council.
- Prisons, approved premises and bail accommodation.

## EXCLUSIONS

Support that is not included in the Fairer Contributions Policy is as follows:

- Transport: this is currently under review so transport will continue under the existing arrangements i.e. a cost per journey.
- Crisis intervention: the approach used with new people entering the social care system and those who have been deselected from Re-ablement services, where there is a situation that requires urgent intervention to reduce risk e.g. sudden deterioration of condition resulting in sudden loss of physical mobility, mental ill-health, informal carer hospitalised/taken ill, safeguarding issues. This approach must not be used with people who are in receipt of a personal budget.
- Applications to the County Council under the Disabled Facilities Grant (DFG).
- Permanent and long temporary residential or nursing home care.
- Care packages partly funded by Health/NHS and the County Council. The contribution will only be assessed against the County Council's element of funding.
- A person with Creutzfeldt Jacob Disease (CJD).
- Services to people who have a terminal illness and are in receipt of Attendance Allowance (AA), Disability Living Allowance (DLA) or Personal Independence Payment (PIP) claimed under the 'special rules' on the Department for Works and Pensions DS1500 claim form.
- Carer services: services delivered to the carer do not currently require a contribution.
- After care services provided under Section 117 of the Mental Health Act 1983 relating solely to mental health needs are excluded from making a contribution to a Personal Budget. However, where a person subject to Section 117 is also in receipt of social care support in addition to mental health needs and services are being provided to meet those needs, the County Council's Fairer Contributions Policy applies for the social care support.
- Crisis intervention: support will be put in place to reduce the risk following the crisis intervention care process and is outside of a person's ongoing support plan. No contribution is required at the crisis stage, however, the care team will undertake a review at the earliest opportunity and the Fairer Contributions Policy will apply.
- Occupational Therapy (OT) equipment: no contribution is required for OT equipment.
- Meals: contributions to meals/drinks whilst attending a day centre or a day activity will be paid for by the individual.
- Re-ablement: this is the provision of short term support to help people regain independence following a crisis to help minimise future care costs. During this short term period no contribution is required, however, any ongoing support needs identified during this process will be subject to the Fairer Contributions Policy.

## CALCULATING YOUR CONTRIBUTION - OVERVIEW

Our process for working out how much a person should contribute to the cost of their social care support services can be broken down into four main steps, as shown in Figure 1 below.

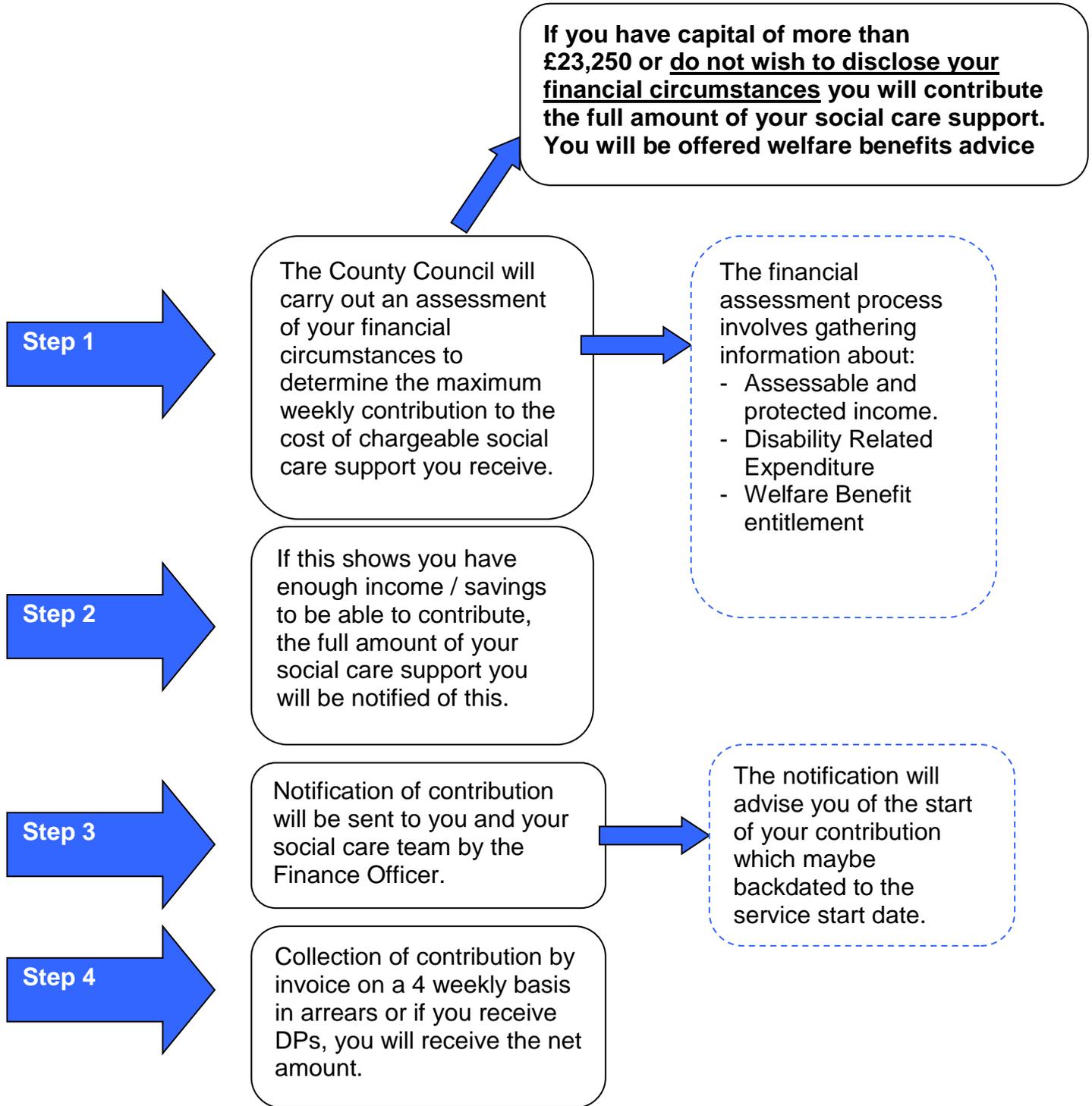


Figure 1

### STEP 1: THE FINANCIAL ASSESSMENT PROCESS

The financial assessment looks at a person's income and savings and works out how much they will need to pay towards their support.

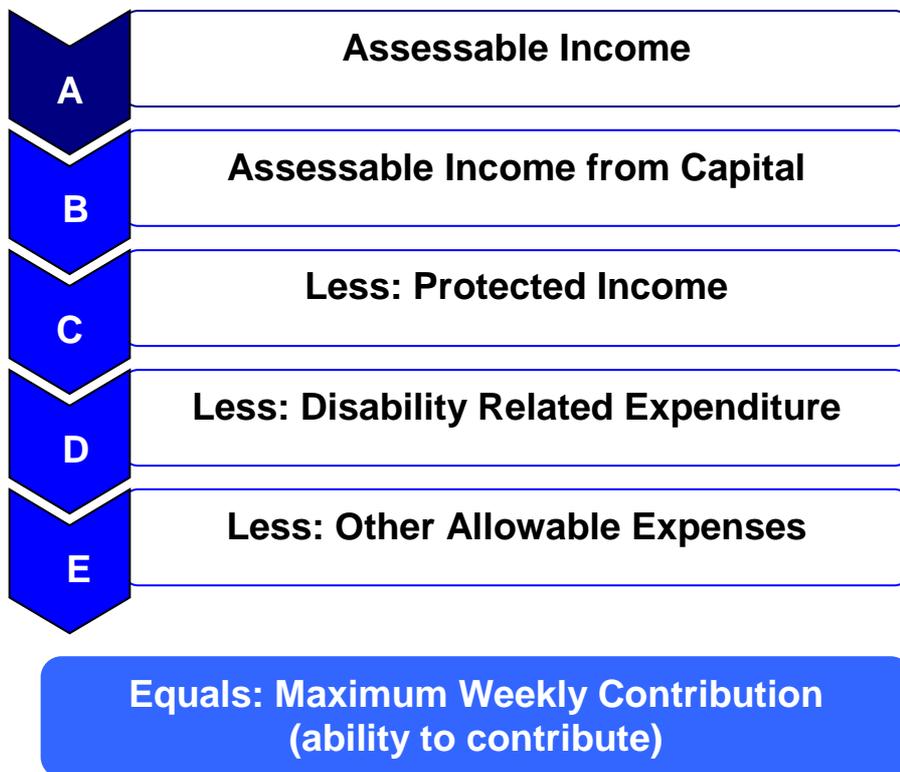
The financial assessment takes account of:

- savings;
- any income they have (including, for example, a state pension or other pensions or benefits);
- any investments and property they own; and
- Any extra expenses they have because of a disability (disability-related expenses) if you receive certain disability benefits.

Once we have looked at their finances, we will explain:

- How much they need to pay towards the cost of their social care support;
- How we worked this out; and
- The different ways they can pay for support.

The diagram below illustrates what information will need to be collected. In the remainder of this document we will explain each category of information separately.



**If a person chooses not to disclose their income and capital they will be liable to contribute the full amount to their social care support.**

## **A. Assessable Income**

The financial assessment process will look at the total income a person has available to make a contribution. National guidance dictates that we include certain sources of income and exclude other sources of income.

The following income will be taken into account in the financial assessment process:

- Tariff income on savings
- Disability Living Allowance (DLA) Care Component
- Attendance allowance
- Daily Living Component of Personal Independence Payment (PIP)
- Severe Disability Premium
- Income Support
- Pension Credit
- State Retirement Pensions
- Employment Support Allowance
- Occupational Allowance
- Carers Allowance
- Industrial injuries disablement benefit

The following income will **not** be taken into account in the financial assessment process:

- DLA Mobility Component
- PIP Mobility Component
- Wages / Earnings
- The difference between the high and low rate of Attendance Allowance or Personal Independence Payment (PIP).
- The difference between the high and middle rate of Disability Living Allowance Care Component
- Payments from the Independent Living Fund
- Housing Benefit
- Council Tax Support
- Maintenance for a child
- Monies from a student loan

The following income will be partially disregarded in the financial assessment process:

- War Disability Pensions and War Widows Pensions

## **B. Assessable Income from Capital**

The policy will use the upper and lower capital limits set out by the Department of Health in the statutory guidance. This is used to provide clarification on the completion of financial assessments and the treatment of income and capital.

Where capital is held in joint names, it is assumed that each person owns an equal share of the capital and that the person being assessed therefore owns half unless evidence is provided to the contrary.

Capital below the lower threshold (currently £14, 250) will be disregarded.

<b>Capital / Savings</b>	
£0 - 14,250	This will be disregarded.
£14,250 - £23,250	This is taken into account in full to calculate tariff income. Tariff income is calculated at a rate of £1 for every £250 or part thereof on capital between £14,250 and £23,250.
Over £23,250	Required to pay the maximum contribution towards the cost of your care.

Capital will include all forms of cash savings; this is outlined in the statutory guidance.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/366104/43380\\_23902777\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf)

Examples of Capital to be taken into account:

- Shares
- Savings held in banks, building societies etc.
- Trust funds
- Premium Bonds
- National Savings Certificates
- Land\*
- Buildings\*\*
- Cash released from Pension pots\*\*\*

\* Land owned by a person will be valued by the County Council's valuation department and the capital value, where appropriate, will be included in the financial assessment.

\*\* The value of a person's home will be disregarded where the person continues to occupy it.

\*\*\* From the 1<sup>st</sup> April 2015 HM Treasury have changed the way a service user can access their defined contributions pension scheme (also known as a money purchase scheme) and defined benefit pension scheme (also known as a finally salary scheme). For the purpose of this policy we have outlined the rules of how to assess pension income for purpose of charging.

If the service user has removed the funds and placed them in another product or savings account they will be treated according to the rules of that product.

If a service user is drawing a minimal income then Cambridgeshire County Council can apply notional income choosing not to withdraw income or according to the maximum income that could be drawn under an annuity product.

Where a person has moved out of their former main or only residence (which they still own) into other accommodation a disregard on the former main residence will be applied for a maximum period of 12 weeks from the date of the financial assessment. This will only apply if their non-housing related assets are below the upper capital at the time they moved out of their former main or only home.

The discretionary Deferred Payment Scheme for residents placed in permanent care there is no corresponding legislation which permits the County Council to secure a property using a legal charge in lieu of payment of an assessed contribution. The possible exception is where a

person moves to Extra Sheltered accommodation. The Council may grant a discretionary Deferred Payment Agreement. However, any decision will be based on the person's individual circumstances and the application of the Council's Deferred Payment policy.

Any capital from the sale of a property minus any selling costs will be included within the financial assessment from the date after sale completion.

### **Deprivation of capital**

If a person has deprived themselves of capital or an asset in order to reduce their charge (for example by excessive spending or gifting, they may be treated as if they still possess the capital or asset.

The question of deprivation of capital should only be considered when the person ceases to possess capital which would otherwise have been taken into account and will instigate further investigation.

### **Forms of capital to be considered**

The County Council will only consider questions of deprivation of capital when the person ceases to possess capital which would otherwise have been taken into account.

### **Ownership**

The County Council will decide from available evidence whether the person owned the capital and if applicable the timing of a disposal prior to the provision of care services.

### **Has deprivation occurred?**

It is up to the individual to prove that they no longer have a resource. Failure to do so will result in the County Council treating the person as if they still possess the actual capital. For example, if an individual was making a contribution to their support at home and they request a new financial assessment. If this assessment identifies an unexplained reduction in assets, then this would be fully investigated by the County Council.

Examples of acceptable evidence of disposal of capital might include:

- A trust deed
- Deed of gift
- Receipts for expenditure
- Proof those debts have been repaid.

The timing of any such transfer might be significant in determining whether deprivation as occurred.

### **C. Protected Income**

All individuals must be left with a certain level of income. The calculation of this amount is set out in the Care and Support (Charging and Assessment of Resources) Regulations 2014. In the law it is called the 'minimum income guaranteed amount'. This is calculated by adding together a basic amount and extra amounts where a person would qualify for certain premiums.

It is expected that the basic income support allowance may cover costs such as:

- Food
- Clothing
- Heating and Lighting
- Telephone
- TV Licence & TV Subscriptions
- Repairs / Renewals
- Gardening
- Credit Cards /Loans

This means that depending on an individual's circumstances they will automatically have a certain level of protected income. Individuals will not be required to contribute towards their care if their net assessable income is below the weekly disregard of protected income.

## **Income**

Income is received in varying forms i.e. state benefits, occupational pensions, tariff income from capital, property etc and will be taken fully into account within a financial assessment.

In some instances it will be necessary, in accordance with Department of Health guidelines, for an income source to attract a small disregard as the examples below demonstrate:

- Maintenance payments for an adult £15.00 per week.
- Widow parents/mothers allowance £15.00 per week.

There are a number of income sources that attract a disregard on their total amount. Below are some examples:

- All earnings from paid employment
- DLA Mobility Component
- PIP Mobility Component
- War Widows Special Payment
- Working Tax Credit
- Savings element of Pension Credit
- Charitable Payments
- Housing Benefit
- Council Tax Support
- Maintenance for a child

Please note this list is not exhaustive.

A person in receipt of the higher rate Attendance Allowance or higher rate Disability Living Allowance Care Component or higher rate daily living element of PIP will not have the full amount of the benefit taken into account within their assessment of means. We will take into account the amount of the lower rate of Attendance Allowance or the middle rate of care component.

## **Welfare Benefits**

It is important that we provide advice and information on the benefits available in order to maximise their entitlements.

We offer benefits advice as part of the financial assessment process to make sure a person maximises their entitlements.

## **D. Disability Related Expenditure (DRE)**

The Department of Health defines Disability Related Expenditure as any reasonable cost that the individual incurs due to a disability, frailty or medical condition.

Individuals who receive a disability care benefit (Disability Living Allowance Care Component, Attendance Allowance or daily living component of PIP) will be entitled to be assessed for DRE. Appendix A details guidance on amounts for individual items in line with the National Association of Financial Assessment Officers (NAFAO) rates and local rates where applicable.

Initially where a disability care benefit is in payment, a standard weekly DRE will be used within the financial assessment. If a person feels that their disability related expenditure exceeds the standard amount then an application for an Enhanced Disability Related Expenditure can be made.

In order to qualify for Enhanced Disability Related Expenditure the following three criteria must be met:

- The person must provide evidence and receipts to support any amounts claimed. This should also be supported by an adult social care assessor as being necessary and not already included within a person's support plan.
- The cost must be reasonable and can be verified (evidence/receipts).
- Not to exceed the NAFAO appendix A.

Items this may cover include:

- Private domestic Help
- Private Care
- Laundry
- Special Dietary Needs
- Wheelchair/ Electric scooter Costs
- Helpline
- Laundry
- Special clothing

Please note this list is neither exhaustive nor exclusive and is intended as a guide only. Appendix A provides a guide for some aspects of DRE items.

## **E. Other Allowable Expenses**

Housing costs and Council Tax will be assessed net of any Housing or Council Tax benefit received.

Where a person lives in a household but has no legal liability towards housing costs, i.e. no liability towards mortgage, rent etc, but pays a nominal amount as an informal arrangement ,

e.g. “board and keep”, this amount will not be considered as formal housing costs and therefore not included as an allowable expense.

There may be occasions where people have other or ad-hoc tenancy arrangements or costs associated with their accommodation. In these instances each case will be considered individually to see if these costs can be included within a financial assessment.

## EXAMPLE OF HOW A CONTRIBUTION IS CALCULATED

A client aged 63 has a total assessable income of £250.00 per week.

Capital held by the client of £16,500

Standard DRE amount of £20.00

Allowable housing costs equal £19.23 per week.

Example calculation:

A. Assessable income:	£250.00	
B. Income from capital	£9.00*	
<b>Total assessable income</b>	<b>£259.00</b>	
C. Less Minimum income guaranteed amount		£189.00
D. Less DRE	£20.00	
E. Less housing costs	£19.23	
<b>Maximum weekly contribution</b>	<b>£30.77</b>	

\* £1.00 of tariff income for every £250 over £14,250

Once the maximum weekly contribution has been calculated this amount will be multiplied by 52 to give an annual maximum contribution figure for the person to their annual social care support.

## COUPLES

Since April 2015 the Council follows legislation laid out in the Care Act 2014 and calculates the contribution for each member of a couple as an individual.

## STEP 2: CAPITAL OVER £23,250 OR HIGH LEVELS OF INCOME

At the outset of a financial assessment a person's level of capital may not be clear. If as part of the financial assessment process it is determined that a person has capital above the upper limit of £23,250 in their own right (where capital is jointly owned it will be split on a \*50/50 basis for example monies held in a joint account), they will be assessed as being able to contribute the full amount to their social care support.

\*If a person disputes the proportion of capital to be included within their financial assessment it will be their responsibility to provide adequate verification of how capital is owned in different proportionate amounts.

Where a person has a high level of income they may also be assessed as being able to contribute the full amount towards their social care support, however this will depend on the level of support received.

If a person is a self-funder due to the level of their capital or they do not wish to disclose they maybe charged an initial fee for setting up their care and an annual fee. If the Council arranges their care for them.

## **NON-COMPLIANCE**

A person who does not provide full details of their income and capital and verification when requested within 21 days of receipt of the request in order for the contribution to be calculated, will be required to contribute the full amount to their social care support from the start of their social care package.

## **STEP 3: NOTIFICATION OF CONTRIBUTIONS**

Once the weekly maximum contribution has been calculated a notification will be issued by the Financial Assessment Team showing the details of the financial calculation.

### **Start date of Contribution**

People will contribute from the date their social care support started.

A person who does not provide, the Financial Assessment Team with full details of their income and capital and verification, when requested, within 28 days of receipt of the request will be required to contribute the full amount from the start of their social care support.

Where an individual has been advised that the contribution to their social care support is at the full amount due to non disclosure or non receipt of financial information and they subsequently supply the financial details for an assessment to be undertaken, the change to the contribution will only be effective from the date of receipt of the financial information.

A person who refuses or chooses not to disclose their income and capital, or has capital above £23,250 will be liable to contribute the full amount from the start date of their social care support.

Where a person chooses to take their personal budget as a direct payment, any assessed contribution must be paid into the persons dedicated direct payment bank account as soon as the first payment from the County Council has been made.

### **Change in Circumstances**

If a person has a change in their financial situation they must inform the Financial Assessment Team and a reassessment will be completed. We reserve the right to recover any loss of income caused as a result of a change in circumstance not being disclosed.

People must also inform the Financial Assessment Team of "life changes" which affect their financial situation such as the death of a partner, a partner moving out or entering permanent care. Any reduction in a person's contribution due to a change in financial situation or "life change" will take effect from the date of the event unless there is an unreasonable delay in notifying the Financial Assessment Team in which case the change shall take effect from the notification date.

Where welfare benefits are claimed and received a financial re-assessment will be undertaken with effect from the date of benefit award.

Reassessments of a person's contribution will take place at regular intervals to take account of revised levels of income i.e. increase in welfare benefit rates.

## **STEP 4: COLLECTION OF CONTRIBUTION**

### **Collection of a Direct Payment**

Where a person receives a direct payment to pay for their support, the personal budget will be allocated net of any contribution. The person must pay their assessed financial contribution into their dedicated direct payment bank account.

### **Collection of services arranged by the County Council**

Where services are arranged by the County Council on behalf of a person an invoice is issued on a four weekly basis.

### **Collection of a mix of direct payment & arranged services**

Where the person's assessed financial contribution is over 60% greater than the direct payment, an invoice will be raised.

Where a person has a mixed arrangement of both an arranged services and a direct payment there are two ways in which the person will pay their assessed contribution:-

1. If the direct payment is 60% greater than the arrange provision the person will pay their contribution into their DP bank account.
2. Where the arranged provision is greater that the direct payment an invoice will be raised for the persons contribution.

Payment should be made by direct debit, although we may be able to offer alternative methods in exceptional circumstances.

## **CANCELLATION**

A person will have a support plan which will detail the support agreed to meet a person's needs. The contribution to the support, calculated by the financial assessment, will be applied on the basis of the care planned in the support plan.

Variations to planned support will happen from time to time for a variety of reasons. For example where a person is admitted to hospital for a short period of time or they are unwell and the support is not needed on that occasion.

Variations do not necessarily mean that the contribution is not payable or is reduced, as the contributions detailed in this policy do not reflect the cost of providing social care support.

A reduction or non payment of the contribution in specific circumstances is detailed in Appendix B of this policy.

## **WAIVERS AND REDUCTIONS**

The County Council has the discretion to consider under extremely exceptional circumstances waivers or reductions. A waiver or a reduction of a client contribution will be considered and decided on by the Council's Finance and Property Issues panel.

## APPENDIX A – COST OF DISABILITY

ITEM	AMOUNT	EVIDENCE
Community Alarm System	Actual cost unless included in Housing Benefit or Supporting People Grant	Bills from provider
Privately arranged care	Actual cost if Social Worker confirms requirement as part of the Care Plan and Council supported care is reduced accordingly	Signed receipts for at least 4 weeks using a proper receipt book
Private Domestic help	Actual cost if Social Worker confirms requirement as part of the Care Plan and Council supported care is reduced accordingly	As privately arranged care
Laundry/Washing Powder	£3.61 per week	Care Plan will have identified an incontinence problem. Identify more than 4 loads per week
Dietary	Discretionary as special dietary needs may not be more expensive than normal	Details of special purchases
Gardening	Discretionary based on individual costs of garden maintenance	As privately arranged care
Wheelchair	£3.75 per week manual £9.12 per week powered	Evidence of purchase. No allowance if equipment provided free of charge
Powered bed	Actual cost divided by 500 (10 yr life) up to a maximum of £4.20 per week	Evidence of purchase if available
Turning bed	Actual cost divided by 500 up to a maximum of £7.27 per week	Evidence of purchase if available
Powered reclining chair	Actual cost divided by 500 up to a maximum of £3.30 per week	Evidence of purchase if available
Stair-lift	Actual cost divided by 500 up to a maximum of £5.88 per week	Evidence of purchase without DFG input
Hoist	Actual cost divided by 500 up to a maximum of £2.88 per week	Evidence of purchase without DFG input

## HEATING ALLOWANCES

Annual inflationary update based on RPI Fuel index at November 2015. At this date fuel prices had decreased by 5.0% in the last 12 months. A decrease to the allowances have been applied.

The figures are obtained from [www.statistics.gov.uk](http://www.statistics.gov.uk) from the download "Consumer Price Inflation Detailed Briefing note November 2015'. The figures are found in Table 41 detailed reference tables - % change over 12 months. The general RPI increase is for "All Items" while the fuel increase comes from a weighted average of fuel and light increases (line 97).

Figures for 2016/17	Standard	N East / E Midlands	N West / W Midlands
Single person - Flat/Terrace	£1,143	£1,239	£1,384
Couple – Flat/Terrace	£1,508	£1,633	£1,824
Single person – Semi Detached	£1,214	£1,316	£1,470
Couples – Semi Detached	£1,600	£1,733	£1,936
Single – Detached	£1,477	£1,600	£1,790
Couples – Detached	£1,947	£2,109	£2,357

Figures for 2015/16	Standard	N East / E Midlands	N West / W Midlands
Single person - Flat/Terrace	£1,203	£1,304	£1,457
Couple – Flat/Terrace	£1,587	£1,719	£1,920
Single person – Semi Detached	£1,278	£1,385	£1,547
Couples – Semi Detached	£1,684	£1,824	£2,038
Single – Detached	£1,555	£1,684	£1,884
Couples – Detached	£2,049	£2,220	£2,481

### SELF-DIRECTED SUPPORT

#### Cancellation / Rearranging Care Clause

##### Who is this form for?

This process is for all people who use Adult Social Care services - older people and people with disabilities

##### What you need to know if you want to cancel or rearrange your social care services

If you wish to cancel or rearrange a service you receive - for example, a day service, respite or care and support at home - you must give a minimum of 24 hours notice to either:-

- your care agency if it is to cancel or rearrange your care and support at home.
- or**
- your social care team or key worker if it is to cancel or rearrange your day service or respite.

##### Why is it important to notify us of any cancellation?

If you no longer need a service it can be made available to someone else for the period you want to cancel.

##### What you need to tell us

You need to tell the agency or social care team the date you want the service to stop and, if you know it, the date you want it to start again.

##### Will it affect any contribution I pay towards my personal budget?

If you have a personal budget as a result of a financial assessment, you will pay a weekly contribution towards your annual personal budget. This is an amount worked out by the Council as the total amount of money needed to pay for your care for the whole year. **If you cancel care, or go into hospital, you will continue to pay this contribution unless the cost of the care you received is less than your contribution.**

##### Example

If your personal budget is £100 a week and your contribution towards this is £30 a week, you will continue to pay your contribution in full until the cost of your care falls below £30 a week.

You will need to tell us you have been admitted to hospital or, if the Discharge Planning team at the hospital is involved, you can ask them to tell your local social care team you are in hospital.

It is important to be aware that we cannot guarantee the same provider will be able to pick up your care when you go home, but this will be discussed with you.

**If you pay the full cost of your support**

If you have savings of £23,250 or above, or you do not wish to disclose details of your personal finances, you will be expected to pay the full cost of your services.

**If you go into hospital unexpectedly you will not be asked to pay for any services that need to be cancelled**

**If you are a full cost payer and you wish to cancel any of your care for other reasons :**

<b>Notice Given</b>	<b>What you will pay</b>
If you notify the provider or social care team <b>at least 24 hours before the care is due to start</b>	You <b>will not be invoiced</b> for the cancelled care
If you notify the provider or social care team <b>less than 24 hours before the care is due to start</b>	You <b>will only be invoiced</b> for the services planed for the next day
If you fail to notify the provider or social care team	You <b>will be invoiced</b> for the cost of the cancelled care for the next day and any subsequent days of care until the provider or social care team is made aware that you no longer require services

**WHO SHOULD I CONTACT?**

If you are supported by an Older Peoples’ team.  
Please contact your care agency. They will provide the appropriate social care team in your area with information every week on care cancelled by you.

If you are supported by the Adult Physical Disability team.  
Please contact your social care team

If you are supported by the Adult Learning Disability team  
Please contact your social care team