**AIDE MEMOIRE:**

**INFORMATION REQUIRED FOR CARE HOME / DOMICILIARY CARE CASES**

The RAF Benevolent Fund can support individuals with the cost of residential and domiciliary care when they are supported by the Local Authority for funding. Our organisation will help with home fees when savings/capital have reduced below £23,250.

 It is important not to take the application at face value and it is appreciated that not all case workers / organisations have a wider understanding of the regulations relating to care. However, to assist the Respite and Care Executives to process applications for top‐up fees in a more efficient manner, below is a list of actions, documents, and contact details we require before we can proceed:

• Ensure that full financial details entered on the Form A. If the applicant is in receipt of state pension and disability benefit entitlements (PIP, DLA Care and Mobility, Pension Credit) provide a detailed breakdown of the benefits being received (rather than the total amount).

• Confirmation that the applicant has been assessed/not assessed for NHS funded nursing care and the rate of funding that has been awarded.

• Proof of income. Latest copies of any Department of Welfare and Pensions (DWP) letters
should accompany the application.

Residential Care Home Fees

• A letter from the Care Home outlining the cost of the fees per week

• The financial assessment issued by the Local Authority. This will include the applicants own personal contribution towards the fees after disregards and list if a third-party top-up is required. (The RAF Benevolent Fund cannot help towards personal contribution costs).

• Written confirmation of the financial contribution the Local Authority can make towards the care. In most cases this may be reflected in the financial assessment above, if not then this will need to be requested.

• Provide reasons why the current care home has been chosen by the power of attorney, family, or appointee when a top‐up charge is incurred.

• Copies of any existing Third-Party Agreements. (The RAF Benevolent Fund do not sign or enter into third party agreements).

• Details of any proposed family contributions.

Domiciliary Care

• For all Domiciliary Care cases, copies of the care plan and financial assessment conducted by the Local Authority. This should include recommendations and number of hours of care required for the applicant.

• Contact details for the acting Power of Attorney (if one has been appointed), Family member/Appointee

• Social Worker contact details

• Care Provider Invoice which confirms the amount paid for care

• Local Authority contact details (if known)

Whilst the above list is comprehensive, it is appreciated that all the information may not be readily available to the caseworker. It is requested that, where possible, as many of the relevant documents and details are provided.

All initial applications for residential care home fees and domiciliary care costs are presented to the Grants to Individuals Panel for consideration and they expect an in‐depth brief based on reasons for choosing the particular care home, medical information, support from family and/or children and scope to obtain assistance from additional charities.

**The RAF Benevolent Funds maximum top-up contribution towards Care Home Fees is up to £100 per week, with Domiciliary Care contributions being up to £75 per week. It is important to note that all grant awards are made for the period of one year and are to be reviewed and renewed annually as required.**

**If you have any questions or anything you may require some clarification on set out in this Aid Memoire, then please contact the RAF Benevolent Fund on 0300 102 1919 and ask to speak with a member of the Respite and Care Team.**