

AIDE MEMOIRE

INFORMATION REQUIRED FOR CARE HOME / DOMICILIARY CARE CASES

Residential Care Home Fees

The RAF Benevolent Fund is able to assist individuals with the cost of residential and domiciliary care when they are supported by the Local Authority but also in some instances where they are not. It is important not to take the application at face value and it is appreciated that not all caseworkers have a wider understanding of the regulations relating to care. To assist the Care Services Executives to process applications for top-up fees in a more efficient manner, detailed 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 Mob, Pension Credit) provide a detailed breakdown of the benefits being received (rather than the total amount).**
- **A letter from the Care Home outlining fees**
- **The financial assessment issued by the Local Authority. This should include the clients' contribution after disregards and what, if any, top-up is required.**
- **Details of what contribution the Local Authority make towards the care. In some cases this may be reflected in the financial assessment above.**
- **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.**
- **Proof of income. Latest copies of any Department of Welfare and Pensions (DWP) letters should accompany the application.**
- **Copies of any existing Third Party Agreements.**
- **Details of any proposed family contributions**
- **For 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.**

Additionally the **full address and contact details** of:

- **Power of Attorney (if one has been appointed)**
- **Family member/Appointee**
- **Social Worker**
- **Care Home Manager**
- **Local Authority contact (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 home care costs are presented to Committee for consideration and they expect an in-depth brief based on reasons for choosing the particular home, medical details, support from family and/or children and scope to obtain assistance from additional charities.

Committee are likely to award in the region of £30-£40 per week for initial residential care home fees applications and the awards are given for a maximum period of one year to be reviewed and renewed as required.

IF THERE ARE ANY ASPECTS OF THIS AIDE MEMOIRE YOU REQUIRE CLARIFICATION ON, PLEASE CALL CARE SERVICES EXECUTIVES ON THE FOLLOWING NUMBERS:

KAREN HICKS – 0207 307 3327

JOHN HICKSON – 0207 307 3344