

Guidance notes for applying for a Health Appointment Respite Grant (revised January 2025)

Please read this guidance carefully prior to completing your application.

If you have any queries regarding the suitability of your claim, please discuss them with a carer support worker prior to submitting your application.

Eligibility

Funding is available for carers (aged 16 and over) who are caring for a person who:

- Is aged 18 or older with care and support needs.
- Would be at risk if left alone for the period of time needed for the healthcare appointment/training.

NOTE: Where there is an existing homecare/home-based respite service arranged by Adult Social Care the carer should initially request this directly from the Provider or Personal Assistant.

Where the cared for person is in receipt of Direct Payments there should be some flexibility in their budget for additional respite care. Applications can only be made in this situation where there is not enough funding in the cared for person's personal budget to meet the costs of the required respite care.

Care for the Carers will discuss alternatives to the Health Appointment Respite Grant such as Flexi TeleCheck or volunteer support from Association of Carers. If you have ongoing health appointments planned and there are no personal care needs, before arranging a series of respite that you plan to claim for, please contact Care for the Carers to see if there is any alternative respite available.

What can I apply for...?

Carers may apply for a Health Appointment Respite Grant to pay for replacement care to attend the following:

- Healthcare appointments, e.g. GP, hospital, optician or dental appointments. Complementary therapies are not eligible unless they are provided through, or recommended by, the NHS, and documentation to support this should be included with the grant application.

- Health treatments prescribed by the NHS, e.g. physiotherapy, smoking cessation clinics, weight management, falls prevention.
- Counselling sessions where these are arranged by Care for the Carers or through your GP.
- Training relating to the caring role, e.g. First Aid, dementia or other condition-specific training, or other relevant training.
- Pre-employment related activities, specifically job interviews, employment skills training courses and work trials. Carers being supported by Department for Works and Pensions to look for work should first contact their Work Coach or Work and Health Programme provider for assistance with these costs.

Replacement care may not be required for the whole period of time away from the cared for person, e.g. someone may be required to prepare a meal or give medication.

Instead of replacement care, the funding may be used to pay for:

- Replacement meal services.
- Travel costs to an appointment which will reduce the time away from the cared for person.

How much should I pay for replacement care...?

Carers are able to apply for funds to pay for Adult Social Care arranged homecare and privately arranged homecare.

Other alternatives include using a day service or paying a small 'expenses' amount to a friend or neighbour to stay with the cared for person or to visit to check on them.

Expenses may include a nominal sum for time spent and reimbursement of:

- Travel costs e.g. Mileage or reimbursement of public transport tickets
Mileage claims should be for travel within East Sussex and calculated at 45p per mile.
- Food and refreshment costs

How much should I pay for a meal service...?

- A replacement meal should cost around £8 - £9.

How much should I pay for transport...?

The grant is not intended to fund the cost of attending the appointment but may be used to reduce the time that you spend away from the cared for person.

- Taxi costs for short journeys within East Sussex may be reimbursed if taxis are used instead of walking or public transport, to reduce the time spent away from

the cared for person and prevent the need for replacement care (receipts must be provided).

- Transport may be provided by a friend or family member for short journeys within East Sussex, if this is used instead of walking or public transport, in order to reduce the time spent away from the cared for person and prevent the need for replacement care. Only mileage from the cared for person's address to the address of the venue or event (and back if appropriate) can be claimed. Mileage claims should be calculated at 45p per mile.

Transport costs cannot be claimed in addition to replacement care.

I can't afford to pay the costs upfront, what help is available to me...?

If you're experiencing financial hardship and are unable to cover the cost of replacement care, meals or travel upfront, please contact Care for the Carers to talk about how we can support you.

My health appointment is going to take longer than 12 hours, can I claim a Health Appointment Respite Grant for a longer period...?

No, the Health Appointment Respite Grant is not available for periods longer than 12 hours. If you need over 12 hours of replacement care you can contact Adult Social Care for support with this: **Phone:** 0345 60 80 191, Email: hsc@eastsussex.gov.uk

I have claimed a Health Appointment Respite Grant previously, am I eligible to claim another grant...?

If you have claimed Health Appointment Respite Grants to the value of £500 or over during the past 12 months, your application will be referred to East Sussex County Council for review, and further information may be requested.

If you have ongoing health appointments which require respite for the person you care for, you should contact Care for the Carers on 01323 738390 or info@cftc.org.uk to discuss alternative respite options.

How do I apply...?

1. To confirm your appointment will be eligible for a Health Appointment Respite Grant, contact Care for the Carers' on 01323 738390 selecting option 1 for the Carers Hub or email info@cftc.org.uk, to discuss eligibility in advance of the appointment and be sent a Health Appointment Respite grant form.
2. After your healthcare appointments have taken place, and the replacement care/replacement meal/transport has been obtained and paid for, the **form** should be submitted, together with **receipts or invoices** relating to each of the

costs being claimed, and copies of **correspondence** (i.e. appointment letters/cards) relating to the appointments.

3. Please complete **all** sections of the Health Appointment Respite Grant Application Form.
4. When completing the form please ensure that you clearly indicate the reason for your application and the type of service that you would like to use the grant to be reimbursed for. For example:

C Grant application information				
Have you received a grant within the past 12 months?			Yes	No
Reason for application (e.g. I need to attend a hospital outpatients appointment)	Type of service/s required (e.g. I need a sitting service for 3 hours)	Date/s service is required	Cost of service (e.g. £36.00 in total which is £12.00 an hour for 3 hours)	Total amount of grant applied for
I need help to travel to my counselling sessions because I don't drive, and we live in a rural area. If I rely on public transport, I will be away from the cared for person for too long.	A taxi from my house to the counselling venue.	19/11/21 17/12/21 15/01/22 19/02/22	£22.00 per journey.	£88.00

5. The completed form should be sent to Care for the Carers in the freepost envelope provided, together with any receipts/invoices and appointment letters. If you are paying a family member or friend for replacement care, please ask them to complete the page at the end of the form to confirm that they have received payment. Please be aware that incomplete forms cannot be assessed and will need to be returned to you.
6. Care for the Carers aim to assess all applications and share the outcome with you within 10 working days.