# Carers Referral Form For Brokerage

# Please note there will not be any charges for self-funders during the period of Covid-19

Buckinghamshire Council (BC) can arrange packages of care for self-funders. The fee for arranging a package of care is £300 including VAT however which covers the cost of an independent broker arranging care and support services on your behalf - **this fee has been waivered for respite and during Covid-19.**

## What is a self-funder?

Following a free care assessment everyone will be offered a light-touch financial assessment to work out how much they can afford to pay towards the cost of their care. A self-funder is someone who has capital in excess of the £23,250 in assets (typically savings) excluding their home. In this circumstance, you will be classed as a self-funder and you will have to pay the full cost of your care.

Self-funders are entitled to a range of free services from the council including: an assessment of your care needs, a financial assessment, information and advice relating to adult social care, information about the take up of welfare benefits, and information about getting financial advice so that you can plan your finances.

## What is the self-funder administration charge?

As a self-funder you can purchase care and support services from whoever you wish and you can find extensive information about the options available to you on our Information Advice & Guidance website [www.careadvicebucks.org](http://www.careadvicebucks.org) . Alternatively, you can pay the Council to identify the right services for you and arrange the support package on your behalf. The work will be carried out by an independent support broker who has extensive knowledge of the local care marketplace and also includes the services of a Care Navigator who will explain how far savings will go with different care packages as well as highlighting benefits people could be eligible for

**(Clients with assets less than £23,250, excluding their home, will not have to pay the £300 fee.)**

**Self-funders can get help to source:**

* A domiciliary care package
* Residential or Nursing Placement
* Day-care, including centre based and community based services
* Arranging transport to services as required

**The £300 fee is not payable in the following situations:**

* During Covid-19 (Coronavirus)
* For setting up Respite because this is covered by our standard Respite charges.
* If BC has arranged your care package and it has to be suspended e.g. for a stay in hospital or vacation or respite, there will be no charge for reactivating your care package. If the original company is unable to reinstate your care package we will find a new company to provide your care and we will not charge for the finding the new care provider.
* If a care package that has been arranged by the Council needs to be changed e.g. reduced or increased number of domiciliary visits there will be no additional charge.
* There will be no charge for arranging a Meals service, a Laundry service, or an Equipment service, or if you are in permanent care in a care home.

If you have an existing care package that was arranged by someone other than BCC and you now wish the Council to amend or arrange different care on your behalf we will treat this as a new care package and you will be charged a fee of £300 unless it is waivered for Covid-19.

The independent broker will commence the work on receipt of a completed order form (attached).

Order form for setting up a package of care for self-funders

(£300 including VAT)- **not applicable during Covid-19**

**Contact Detail**

|  |  |
| --- | --- |
| Client Name |  |
| Home Address |  |
| Phone number |  |
| Next of Kin |  |
| Next of Kin Address |  |
| Next of Kin Phone number |  |

**Service required**

|  |  |
| --- | --- |
| Care required  (Please indicate preferred location and any special requirements including the number of visits per day and the support required) |  |

Please arrange a care package as described above, I understand that I will be charged £300 including VAT for the service. (except when this is a single service referral for respite)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To be signed on behalf of a Service User who lacks mental capacity, i.e. suitable person/Lasting Power of Attorney

(If this Agreement is being signed by a person appointed under a Lasting Power of Attorney, a certified copy of the Lasting Power of Attorney registered with the Court of Protection must also be enclosed with this Agreement and returned to the Council)

Chosen decision-maker’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chosen decision-maker’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed on behalf of a Service User who lacks mental capacity, i.e. Trustees

(All Trustees must sign)

Trustee 1:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Trustee 2:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Trustee 3:

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please return this form to:

Brokerage Support Team

Buckinghamshire County Council

5th Floor County Hall

Aylesbury

HP20 1YU

Email: [supportbrokerageservices@buckinghamshire.gov.uk](mailto:supportbrokerageservices@buckinghamshire.gov.uk)

If you would like to speak with someone regarding Brokerage, please call 01296 382667