

Finance & Benefits Guidance for carers





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Contact details – to keep handy

All Funding and Benefits queries
Email: f&b@sharedlivessw.org.uk
Telephone: 01626 882560

Short Break + Respite queries
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Telephone: 01626 882568

Website: www.sharedlivessw.org.uk



Funding & Benefits team

At SLSW we have a Funding & Benefits team consisting of:



Funding & Benefits Team Leader

Donna Bounden



Senior Funding & Benefits Officer

Ali Langmead



Funding & Benefits Officer

Sarah Thompson



Funding & Benefits Officer

Cara Humm

How we want to help you

As a carer we want you:

- To understand how our service works financially for both the carer and the person using our services
- To be aware of financial capacity
- To set the foundations for good record keeping

What do we do?

- Work with the SLC to arrange funding for the services whether long term or short break
- Work with the finance team to manage short break bookings and payments
- Work with the finance team to manage respite bookings and payments
- Money management service which entails managing appointee ship and arranging personal allowance payments
- Manage the four-weekly carer payment runs to ensure carers are paid correctly
- Apply for benefits and ensure that everyone receives the money they are entitled to receive, together with benefit advice for those supported and carers.



Carer Journey

Inland Revenue

As a carer you are Self Employed

- You must register with and submit a tax return to HMRC
- Guidance is here - www.hmrc.gov.uk/courses/syob2/s_l/index.htm
- Generous Tax breaks, which are referred to as Qualifying Care Relief (QCR) apply to you (current rates are explained below)
- These tax breaks are the same as for foster carers
- Shared Lives Plus offer guidance on how to complete tax returns
- If you do not wish to complete the tax return yourself, you will need to seek the services of an accountant
- Shared Lives South West will issue an annual statement of payments but it is still your responsibility to keep a record of income and expenses for your Tax Return.
- To avoid a fine, you should ensure that your return is sent in on time.
- Annually you will also be sent correspondence to confirm inflationary uplifts on fees for the forthcoming year.

General description of the measure

Qualifying Care Relief (QCR) is a tax simplification available to carers that provides specific tax relief for care income, as a replacement for apportioning and calculating full deductions for expenses. The relief allows carers to keep simpler records for their care activities and use a simpler method of filling in the self-employed pages of their tax returns. Claims are for the maximum of three people and claims can be made for part periods.



QCR for the tax year 2025 to 2026:

Carer's share of a fixed amount of £19360, plus
£405 for each child under 11
£485 for each child over 11
£485 for each adult

Example

A carer is providing care for 1 Adult for the whole of the year and then for another adult for 10 weeks of the year. The carer does not have to pay tax on the first £49430 they earn:

Tax exemption = £19360 + Adult 1 (52 x £485 = £25220) + Adult 2 (10 x £485) =
£4,850 Total = £49430



Long term fees

There are 2 elements which make up the weekly LT Carers fees:

1. Care and Support
2. Rent & household costs (often referred to as RHHC)

Carer fees are paid 4 weekly in arrears

Care & Support

- Paid by the local authority placing the individual.
- Rate is agreed according to the Banding level identified with SLC & Adult Social Care.
- Each local authority may have different rates for care and support.
- Banding identifies the support need of the individual and the cost associated with that.
- The person using the service is financially assessed to see if they can contribute towards their care & support, which then reduces the cost to the local authority.

Rent & Household costs

- This part of your fee is paid by the person you support TO SLSW who then pay you
- It covers payment for the rent of the room and contributions towards heating, food, water etc.
- This element of the service is reviewed every year by SLSW and if appropriate and affordable may be increased.
- When notice is given by either party, the local authority will ensure that the carer receives the full care and support fee less household costs.



What affects carer income

Scenario	Effect
No person using our services	No income.
Hospitalisation of person who uses our service - Devon All other areas	Week 1 – 4 No change to payments Week 5 – 6 Paid 80% Care & Support payment + Full rate of Rent & Household costs Week 7 onwards – Full rate Rent & household costs only Week 1 – 4 No change to payments Week 5 onwards payment is at the discretion of Social Services
Death of a person who uses our service	Single payment of 1-week full fees (Care & Support + Rent & Household Costs)
Notice given by either party	<ul style="list-style-type: none"> • Generally full payment of fees for full 28 days – this could be less if the person moves out within notice period. • Will pay up to the max 1 week where the person using our service has left unexpectedly & without giving notice & it is known the individual will not be returning to the service. • In any case where the service ends early, the person using our service is liable to pay their rent until the end of the notice period; and the local authority will ensure the carer receives the full fee due, less household costs.
Irreparable Breakdown	Generally, income ends immediately
Safeguarding	Payments made at the discretion of the Team Leaders
Non-Compliance	Payments will be suspended until compliant



Charging for Additional Services

What happens if the person you are supporting is incurring additional costs or they would like additional things like...

Sky subscription, additional heating and lighting, water or special diet

- The first step is to contact your SLC to discuss the cost.
- Depending on the person's capacity a Best Interest (BI) meeting may need to be held prior to agreeing any arrangement for additional monies to be paid. If there is an appointee, they must be part of the discussions.
- If additional payments are agreed this must be recorded on the individual's Shared Lives plan.
- SLSW will arrange to take this cost from the individual where possible and it will be paid as an additional payment along with the four weekly fee.

Examples

Sky TV

Danny is 19 and loves football; he likes to watch the Premiership. The rest of the family aren't interested so Danny asked if he could have Sky TV in his room. Danny now pays the extra for a SKY box in his room on top of the family subscription. This was agreed following a Best Interest meeting with the family, Danny and the SLC who documented the process.

Water usage

Edwina is in her 70's and due to her personal care needs has to shower 3 or 4 times a day increasing the household water costs significantly. The family supplied evidence of the increased costs.

We advised the carer to apply for WaterSure (WaterSure Plus for Somerset). This was unsuccessful so a discussion was held and it was agreed that Edwina could contribute an additional amount from her disposable income



Maximising Carer Income – some tips

Help with Water Bills

- Apply through your water supplier
- Need to be on a meter – if not on a meter ask about a social tariff.
- Costs for water can be capped so that customers don't cut back on usage because they are worried about the cost.

The Priority Service Register

- Not strictly income related but by registering on the Priority Services Register, you'll get extra support during a power cut if you need it. Suitable for elderly, very ill or disabled people, or those who rely on power for medical equipment.
- They will provide a dedicated and direct number you can call during a power cut to get straight through them as well as ongoing updates as well as other benefits
- <https://www.nationalgrid.co.uk/customers-and-community/priority-services>

Blue Badge Scheme

- The Blue Badge Scheme provides a national arrangement of parking concessions and is managed and issued locally by your Local Authority and NHS Trust.
- There are qualifying conditions – so please contact your Local Authority for more information.



Council Tax Discounts

Depending on household circumstances you may qualify for:

- Carers Discount
- Severe Mental Impairment (SMI) Discount

Council Tax Reduction

If you have had to make alterations to the property you may be entitled to a reduction that will lower the banding of your property.

If any of these apply to you, contact your local district council.

These are quite complex discounts so please feel free to take advice from the F&B team prior to contacting the council.



Carer allowance

DWP Benefits

- Carers allowance cannot be claimed by the carer for the person you are supporting as it prevents the person receiving a benefit premium called Severe Disability Premium
- You may be able to claim this for other people, if applicable, and do not receive payment for e.g. a family member.

The Winter Fuel Payment

Winter fuel is an annual one off, tax free payment of between £100 and £300 made during the winter to help with heating costs; these payments are now means tested. Nationally it is generally the policy that these payments are retained by the person using the service as there is no obligation to say that it has to be spent on fuel. Where additional heating is been used this should be dealt with as an additional charge (see page 9).

Cold Weather Payments

These payments are also treated in the same way as winter fuel payments.

Cost of living payments

These payments are treated the same a winter fuel however, these payments have generally ceased.



Respite

- Shared Lives South West Sholds an allocation of money from the local authority to be used for respite. This is available to all carers supporting long term services through out the scheme.
- Each April, two weeks of the person's fee you receive is allocated as respite, and you will receive a statement which confirms the amount you have available. Note that this may not cover the full cost of 14 nights break – please discuss with your SLC who can advise
- Respite runs from April to March each year and respite must be used within the financial year.
- Respite must be booked in advance
- Payments are paid direct to the respite provider, support carer etc
- Respite is paid by BACS after the event into an elected bank account

Respite is:

- Allocated pro rata for new starters / leavers
- Generally, it is not available for the first 12 weeks of a placement

Respite can be used in many ways, or example:

- To fund the cost of a stay in a care home
- To fund a stay with another Shared Lives carer, which negotiations can be made around the fee level.
- To pay for an approved Support Carer to care for your person who uses our service in your home or elsewhere
- To fund the cost of the person using the service going on holiday with their Shared Lives Carer. Carers cannot insist that the person using the service attends the holiday with them, and where the person using the service declines, the Shared Lives Carer must pay for the respite. Actions will be taken in the Best Interest framework of the Mental Capacity Act for anyone lacking capacity.
- To pay for the DBS of a support carer
- To pay for the First Aid training of support carer
- To pay for mileage associated with collecting or returning the person using the service from respite Carer.



Shared Lives South West will consider more creative ways for Carers to use their respite such as:

- Carers supporting one another without payment to one another “quid pro quo”
- Paying a Support Carer to support three people
- A person using the services staying with family or friends where there is no charge. In this situation, the Shared Lives Carer should consider passing on the cost of food for the duration of the stay.

Book via the Short break number 01626 882568 or email shortbreaks@sharedlivesw.org.uk

More information about respite can be found in the Shared Lives South West Carer Handbook.



Commencing a new long term service – what to expect

The Funding & Benefits Officers together with the SLC teams ensure the following:

- A viability check is carried out to ensure the person can afford the service
- An introductory visit is arranged
- The Band level is agreed
- The Moving in date agreed
- Benefit maximisation will be started by the F&B team
- The individual's personal allowance is set up – depending on individual circumstance
- Benefits are usually finalised within 3 to 6 months
- After 15 weeks, all agreements are in place including mileage and chip and pin agreements where required
- A Shared Lives Plan will be completed and advice will be given on record keeping

Appointeeship & Corporate Appointeeship

- Carers are unable to take on the role of an appointee or hold the role of deputy or hold a Lasting Power of Attorney as it is considered a conflict of interest
- Shared Lives can take the Corporate Appointeeship role for the person who uses our service when it is deemed appropriate

Corporate Appointeeship Service from SLSW

This means that SLSW will:

- Undertake a review to ensure all benefits are claimed
- Arrange for benefit monies to be paid to SLSW
- Arrange to make payment of bills
- Set up a weekly personal allowance to an elected bank account
- Review benefits at least annually
- Write to advise of any changes to payments



Where there is no Appointee:

- The person receiving the service will be expected to claim and maintain their own benefits
- The person receiving the service will be responsible for paying their Rent & Household Costs and Assessed Contribution to Shared Lives by setting up a standing order
- Shared Lives will ask the carer to support these processes

External Appointees

- These could be family members, solicitors, deputies and the Court of Protection
- Shared Lives will work with the appointees to ensure correct benefits are claimed
- Shared Lives will advise the person's appointee of their contribution which includes rent & household costs and any assessed income
- We advise the total amount and when we would expect to receive payment
- We advise the weekly personal allowance entitlement, but it is at the external appointee's discretion how much they pay
- All changes are notified in writing

Direct Payments

If the person you support has a direct payment this should be held by a third party and not the carer

The Funding & Benefits team are always available for advice on 01626 882560.



Supporting people who use our services – Finances

The Mental Capacity Act is part of your carer training and covers this subject in more detail

- **Financial Capacity** is whether someone understands enough to make a decision. The Mental Capacity Act says that people have “capacity” unless someone can show that they do not understand the decision.
- **Best Interest** means if a person lacks mental capacity to make a particular decision, then in accordance with the MCA and its Code of Practice, a best interest meeting/discussion is arranged. This should include people that know the person well and take full notice of the person’s past and present wishes and beliefs.

From a Funding and Benefits perspective, a “Best Interest” decision is appropriate when the person using our services has been deemed to lack capacity and there is a financial decision that is outside regular spending patterns or previously agreed guidelines

- In the first instance contact your SLC. They may be able to advise and may be able to make/assist you to make the decision.
- They will help to arrange a meeting where all appropriate people are invited to make/assist you to make the decision.
- In all cases they will record the details for future reference

This is important as this protects you from allegations of financial abuse



Supporting the people who use our services with finance

Bank Accounts

Bank accounts can be difficult to open because the people who use our service do not always have the identification or capacity required to satisfy banking regulations.

If the person is able to open an account, it should always be in their name – it is not appropriate for accounts to be in joint names or solely in the carer's name. Where this is the case, this will be reviewed and changed.

If someone lacks capacity or needs support with money – the following documents may need to be completed.

These form a recorded agreement made between carer & the person using our service - speak to your SLC

- Chip & Pin- Used to withdraw money from cashpoint or bank to purchase items
- Chip & Signature - Used to withdraw money from the bank only and purchase items. Can't be used at cashpoint

Where a bank account cannot be opened, consideration will be given to other possible methods of payment such as prepaid cards or carers claiming expenses retrospectively.



Receipts

- These should be obtained for purchases over £50 and kept for inspection by your SLC.
- All receipts for disability related expenses should be retained

Personal Allowance (PA)

- As benefits go into payment, Shared Lives will organise and advise about PA payments to the person who uses our service
- This will be set at an interim rate initially
- If SLSW are responsible for payment they will be paid into a bank account weekly in advance
- When all benefits are in payment, accounts are balanced and any arrears are advised and released.
- If there is an external Appointee, they are responsible for making these payments to the person who uses our service

Any concerns over the person supported monies should be reported to your SLC.



Financial Recording

Spending for the Person who uses our service

- General recording
- The individual's support plan records the weekly, monthly and annual spending. It is important you keep your SLC informed of any changes.
- Financial Capacity Assessment – this is held electronically within the person's electronic folder
- What you will have to record depends on capacity, bank account access etc – may require chip and pin
- Best Interest decisions
- Report/discuss with SLC
- Recorded by the SLC with the person who uses our service and paperwork held electronically at the office
- Bank account monitoring
- Physical records need to be kept. Discuss with your SLC what is required for the person you support.
- Bank statements within a folder in date/number order the most recent at the top.
- Receipts attached for purchases over £50.00 e.g New TV, Holidays, I-Pad
- All receipts for Disability related expenses should all be retained

Recap

- Part of your allocated SLC's role is to monitor the finances around the placement in respect of spending and mileage for those lacking capacity.
- To assist with this process, you will need to keep accurate records and have them available at visits.



Confidentiality

Inevitably you will have access to a lot of personal information about the person who uses our service that lives with you. It is vital that this information is treated with at least the same level of security as your own. This may include:

- Benefit Entitlement information
- National Insurance number
- Bank account details
- Bank card information, possibly including PIN
- Health information – access to online GP appointments
- Important documents, e.g. passport, birth certificate etc.
- Behavioural information



Confidentiality

What can you share?

Benefit information	Often needed to qualify for discounts, services, free treatment etc. This will usually take the form of a copy of the latest benefit notification letter. Do not share this information unless absolutely necessary. If in doubt check with your SLC or F&B Officer
National Insurance Number	Should not be shared other than as above as usually quoted on correspondence.
Bank account Details	Should not be shared with anyone, other than if setting up payment such as a Direct Debit or online payment with the permission of the person who uses our service. If the person who uses our service does not have capacity a "Best Interest " decision should have been recorded.
Bank Card Information	Should not be shared with anyone. There should be a written agreement in place for you to have this information.
Health Information	Shared Lives carers should ensure that the health details and arrangements relating to the administration of medicine should only be discussed with those who need to know i.e. Scheme worker, Health Professionals and relatives. Relatives should only be informed with the agreement of the person who uses our service. Where the person who uses our service is unable to give informed consent then consideration should be given to the use of an independent advocate.
Documents	Sometimes needed to qualify for discounts, services, free treatment etc. Do not share this information unless absolutely necessary - if in doubt check with your SLC or F&B Officer.
Behavioural information	If it is assessed that the person who uses our service poses a threat to others, carers or the general public then this information should be included in any information that is passed on to service providers.



Storage

All decisions made in terms of withholding or sharing information must be recorded.

- Information should be kept in a locked drawer or cabinet, preferably fireproof
- Only the registered carer and the person using our service should have access
- All financial records should be kept for up to 7 years
- All medical records can be destroyed once they are out of date
- All other records should be kept or destroyed as per the wishes or best interest of the individual

If in doubt about any aspect, please speak to your SLC or F&B Officer



The supported person's journey

Benefit for People who use our service- Income maximisation

- It is important that people who use our services receive the maximum income that they are entitled to. Shared Lives will undertake a review of current income and identify any gaps or additional entitlements that should be applied for.
- It is also important to remember to tell us about changes of circumstance such as starting work, volunteering or college as these things could have an impact on their benefit income.
- Most people who use Shared Lives long-term services receive DWP benefits; a combination will make up their total income. Benefits can be divided into two types - means tested and non-means tested



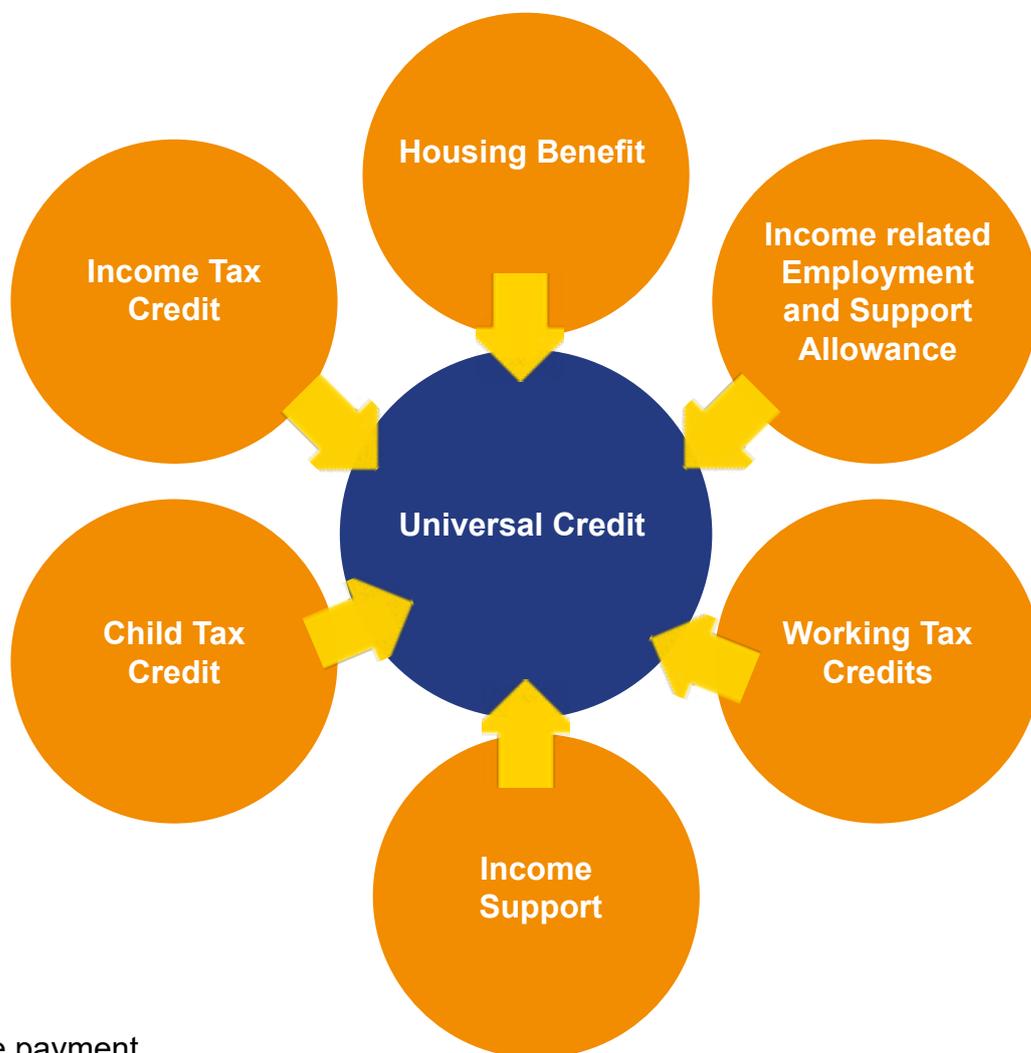
“Means tested” is a determination of whether an individual or family is eligible for government assistance, based upon whether the individual or family possesses the means to do without that help. Qualification may also require them to satisfy specific conditions. Benefits that fall into this category are:

Benefit		Criteria
ESA	Employment Support Allowance	Be ill or disabled Under State Pension age Not getting Statutory Sick Pay or Statutory Maternity Pay and not working Not Getting JSA
HB / LHA	Housing Benefit Local Housing Allowance	Liable for rent Low income or claiming benefits Savings below £16,000
PC	Pension Credit	Live in Great Britain Have reached Pension Credit qualifying age

Universal Credit



Universal Credit- overview



One simple payment

- Paid monthly
- For people in and out of work
- Use PAYE in real time information (RTI)
- Claimed and maintained predominantly by computer



“Non means tested” means these benefits are to replace earnings and are awarded depending on the applicant having paid or credited with enough national insurance contributions. When they have been awarded, they usually remain in payment until the criteria is no longer satisfied; these benefits may be subject to reviews. Many benefits impact upon each other so it is important to understand the relationships as some may reduce entitlement overall. Benefits that fall into this category are:

Benefit		Criteria
AA	Attendance Allowance	Over 65 Have a physical disability, a mental disability, or both The disability is severe enough to need help caring for yourself or someone to supervise, for your own or someone else’s safety
CB	Child Benefit	Be responsible for a child under 16 (or under 20 if they stay in approved education or training) Live in the UK
RP	State Retirement Pension	Two schemes depending on when you are born Both are based on either paid or been credited with national insurance contributions
PIP	Personal Independence Payment	Age 16 to 64 Have a long term health condition or disability and difficulties with activities related to “daily living” and or mobility Be in Great Britain when the claim is made and have been in Great Britain for at least 2 of the last 3 years



Charging Policy (charging towards care and support)

- All local authorities with whom we operate have a charging policy, which states that the person's income should be checked to see if they can contribute towards the care and support part of their Shared Lives service. Each council is authorised to do this under the Care & Support (charging and assessments of resources) Regulations 2014.
- This is called a "financial assessment" and decides whether people have to contribute towards their care and support. If they have to contribute, this is called an "assessed contribution".
- Each authority provides Shared Lives South West with the formula for the calculation.
- Where we act as appointee, the assessed contribution is taken into account and deducted together with RHHC prior to releasing any Personal Allowance.

When a financial assessment is undertaken it is also an opportunity for the person to declare any other expenses they have in relation to their care. This is referred to as Disability Related Expenses and often referred to as DRE's

- Examples of DRE's are chiropody, special diets, clothing, bedding, hoist maintenance
- All receipts for DRE should be submitted as evidence, regardless of amount
- Once these have been calculated they are broken down into weekly amounts and this amount is then disregarded within the financial assessment, so reducing the amount that must be paid
- These are reviewed annually



Who pays for what

Day to day spending for the person using our services

Payment for	By person using the service	By the Shared Lives Carer	Comments	Potential Issues
Activities/ entrance fees (supported person's)	Yes			
Activities/ entrance fees for Shared Lives Carers supporting	Yes		For an activity only for the benefit of the person using the service he/she would be asked to pay the Shared Lives Carer's entrance fee (In some situations a carer will go free or receive a discount).	Who makes the judgment of who is benefiting?
Proportion of Holiday costs when going as part of Shared Lives Carer's family/household	Yes		Person using the service would pay appropriate share of costs for petrol accommodation and other holiday related expenses.	Can be difficult to calculate some elements on family holidays.

Personally selected holiday for person being supported	Yes		If the person using the service is going on his/her chosen holiday and wants his/her Shared Lives Carer to be the person to provide the support he/she needs he/she would be expected to cover both people's essential holiday costs	Clarity needed about which holiday costs are essential and in some cases for how many Shared Lives Carers
Independent holiday for person using the service (not to meet respite needs)	Yes		Supported person would not be expected to pay food and utilities payment to long term Shared Lives Carers for this period.	
Disability equipment / adaptations			Grants through Social Services and/or housing departments can be available for adaptations and equipment with the person using the service being financially assessed. Small pieces of equipment would be paid for by the person using the service	To be eligible for a grant the person would need to be deemed as living in their own home therefore longer term Shared Lives arrangements may attract adaptation funding more easily.
Snacks out with day service	Yes			

Payment for	By Person using the service	By Shared Lives Carer	Comments	Potential issues
Meals out with day services			If it has been agreed in the person's plan that a packed lunch is provided, then an agreed contribution by the Shared Lives carers (cost of packed lunch) could be made if the person chooses on occasions to have a meal out instead. If this occurs frequently then the person using the service should cover the cost of meals out.	A Shared Lives carers contribution is only appropriate if the Shared Lives carers receive a clear and realistic amount for food within the weekly person who uses our service contribution.
Snacks out with Shared Lives carers	Yes	Yes	Each cover own costs unless Shared Lives carers invited by person using the service in which case he/she would pay	Can be difficult in family outing situations
Meals out with Shared Lives carers			If only for Shared Lives carers convenience, Shared Lives carer pays. If a mutual arrangement each covers own cost. If at the special request of the person using the service, then he/she could be expected to pay both for himself/herself and the Shared Lives carer/s	



Things to remember for the person who uses our services

- Discounts or free entry may be available on proof of certain benefits such as DLA/PIP/AA
- The UK Cinema Association CEA card provides free tickets for the carers of people who receive certain benefits or those who are registered as blind and or partially sighted
- Free or reduced dental costs may be available for people on certain benefits
- Free & discounted help with prescriptions. Please note this is dependent on being in receipt of certain benefits
- National bus pass – with letter from Adult Social Care – though each authority has its own entitlement criteria

Any queries regarding the above contact F&B team.



other areas of support that might be required

DWP Medical Appointments

- Carers will be expected to accompany the person they are supporting to the assessment
- Carers will require an ID badge which can be obtained from the Service Admin Team
- Where SLSW are the appointee, we will be notified of the appointment and will advise you of the date. If this is not convenient an alternative time can be arranged
- If we are not the appointee, the letter will be sent to person who uses our service and again, if the date is not convenient it can re-arranged
- Please ensure you attend as benefits can be stopped
- The person you support will be asked about everyday life and their condition – as their carer you are able to clarify or challenge anything that does not represent a true picture e.g. cooking meals – supported person advises they can cook themselves a meal when actually all they can do is beans on toast, and they can't actually open the tin
- A physical examination may occur.

Job coach appointments

- May be expected to attend interviews at the Jobcentre
- Again, the appointment will be provided and must be attended
- If the carer attends, they will require an ID badge
- Remember to advise us of any voluntary or paid work that may occur because of this interview



Mileage

People who use our service are able to contribute to the cost of journeys in the carer's vehicle at 40p per mile (45p per mile in Somerset) provided:

- The journey must be for their benefit
- If two or more people are travelling the cost can be split equally
- A current mileage agreement must be in place
- An accurate recording of mileage to be claimed is maintained.
- All mileage should be recorded on the mileage forms. (SLC's will cross reference against the mileage agreement)
- Mileage will be monitored by your SLC during visits
- When payment is taken it should be ideally paid by cheque or BACS
- Must be initialled to show date repaid
- Please speak to your SLC for advice



Person who uses our service Day to Day spending

Mileage – some examples

Journey	Paid by person using service	Paid by Shared Lives Carer	Issues to consider
To medical appointments	Yes		Infrequent short journeys may be viewed as part of the Shared Lives carer payment
To meetings (e.g. person-centred planning or day service review)		Yes	Person being supported would not be expected to contribute if Shared Lives carer's participation is required at meeting. Where possible the cost should be covered by the scheme or reflected in the payment the Shared Lives carer receives.
Attending day service	Yes		If a someone is assessed as needing a day service, the location of the Shared Lives carer's home and the transport available need to be considered in matching, but if the Shared Lives arrangement is agreed and the individual cannot afford the transport costs, the local authority should be responsible.
To social events (supported person participating independently)	Yes		
Days out with carer household	Yes	Yes	Costs should be shared proportionately unless the outing is only for the benefit of the person using the service.



Mobility Vehicles

Careful consideration needs to be given as to whether a mobility vehicle is required as this impacts on the person's supported personal allowance. Any decisions regarding a mobility car should be discussed with the SLC in advance and if necessary, a Best Interest Decision under taken.

When considering whether a vehicle is required, it has to be remembered that the vehicle can only be used for the benefit of the person and not for personal use for the carer.

To qualify, the person who uses our service must receive one of the following:

- Higher Rate Mobility Component of Disability Living Allowance;
- Enhanced Rate of the Mobility Component of Personal Independence Payment;
- Armed Forces Independence Payment;
- War Pensioners' Mobility Supplement

Benefits include:-

- Insurance included from RSA Motability
- Full RAC Breakdown assistance
- Servicing, repairs and maintenance
- Annual car tax
- Free replacement tyres from Kwik Fit as long as normal wear and tear

Fuel for the car should be paid for by the person supported and if other supported people are travelling in the car mileage can be charged. A passenger mileage agreement needs to be in place and a share of the cost of the journey can be charged. Speak to your SLC for clarification.



Free Vehicle Tax

The registered keeper can apply for free car tax. The vehicle's registered keeper could be:

- The person with the illness or disability
- Someone who uses their vehicle only for the disabled person.

For new vehicles: take the Certificate of Entitlement to DLA or PIP (back page of award notice) to the new dealership

For used vehicles: firstly the class of the car will need to be changed to disabled. This can be done at some post offices. You will need to take with you :

- Full vehicle registration certificate V5
- Certificate of Entitlement to DLA or PIP
- Original current MOT certificate

In these cases, the carer would be responsible for the fuel with mileage agreements in place.

Remember as a carer you should only consider this if the car is used solely for the disabled person.