

Section 4 Application Process For New Applicants

All information in this section relates to New Applicants

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4.1 Application Form

All new applications should be made to the Fund using an ILF application form. Application forms can be obtained from the Funds' office (see 1.1 Contacting the Funds). Application forms are available to download from the ILF website www.ilf.org.uk however, these must be printed out, and signatures must be signed in the way that a person usually signs eg in pen, a rubber stamp, or their personal mark. Forms and leaflets may be photocopied; any photocopied forms must be signed as above (see 1.14 copyright).

It is important that the form is filled in accurately, since a large proportion of failed, or delayed applications are the result of inaccuracies at this stage. The checklist inside the form lays out the eligibility criteria, which have to be met. The notes at the front of the form should be detached by the applicant, and kept for future reference.

4.1.1 Application Form Part One

The applicant must be made aware that an application to the Fund is being made. The applicant must fill in this part of the application form, or if they cannot fill it in, someone can help them.

4.1.1.1 Personal Details

It is essential that **all** the following are detailed in part one of the application form:

Applicants name

Date of birth

National Insurance Number

Signature of Applicant or the applicant's benefits appointee or Power of Attorney

Telephone Number to assist the Funds' Assessor to arrange a convenient time to visit with the LA representative (LA Rep).

Care requirements are asked for to ensure that the request can be considered within the scope of the Fund's trust deed.

Accommodation - where the applicant is living or where they intend to live; this is asked to enable us to allocate the relevant Fund's Assessor and arrange where the visit can take place.

We need the above details in full to ensure as far as possible that the applicant is aware that and agrees to an application to the Fund being made. We also use this information to make relevant checks with the Department for Work And Pensions (DWP). If details are not completed fully, the form may be returned to the applicant.

Part one of the application form asks for additional details about the applicant to enable the Fund to confirm with the LA rep that the following are met.

4.1.1.2 Eligibility

The Funds need to check that all of the Fund's eligibility criteria are met (see Section 2 Eligibility)

4.1.1.3 Income Support

This enables us to confirm with the DWP entitlement to benefits, whilst the application is in progress, thus saving time in the future.

4.1.1.4 Previous And Existing Fund Users

The Funds need to know if an application has been made previously to the Funds, to ensure funding is not duplicated. We also need to know if the applicant lives with an existing Fund user; if so we would usually consider both applicant and Fund user and assess accordingly taking into account any possible shared care issues.

4.1.1.5 Declaration

Part one **must** be signed either by the applicant or the applicant's benefits appointee or their Power of Attorney. Part one of the form should **not** be signed by the LA representative. The Fund needs the correct signature to check entitlement to benefits with the DWP eg DLA. If the relevant signature is not on the application form, the form will be returned.

4.1.2 Part Two - The Local Authority Representative (LA rep)

4.1.2.1 Communication

There will need to be communication between the Fund and the LA rep connected with each application. The LA rep must fill in part two of the application form, part two of the form asks for details about the new applicant. The Funds' main purposes in this communication are to confirm: -

4.1.2.2 Eligibility

The Fund needs to confirm with the LA rep the eligibility of the applicant (see section 2.2).

4.1.2.3 Provision

The Fund needs to confirm that the LA will commit to the level of provision required for an application to be successful ie ensure that the LA is committed to provision worth at least £10400 per year (£200pw) net (see 2.5.6).

4.1.2.4 Six Months Rule

The Fund needs to confirm that the care needs of the applicant are stable to the extent that the care package agreed is likely to satisfy these needs over the next six months and will not exceed the Funds maximum payment or joint funding limit (see 2.5.4) (care packages can be arranged to meet fluctuating needs).

4.1.2.5 LA Representative

The person who completes the form may not be the same person who will take the application further. We ask for the name and address of the person who will attend the joint visit, so our ILF Assessor (Funds' Assessor) can contact the relevant person. It is useful to give the LA representative's working pattern, as this saves a lot of time when the Funds' Assessor is trying to make an appointment to conduct the joint visit.

4.1.2.6 Declaration

The LA representative must sign the declaration in part two of the application, indicating that their department will contribute, or continue to contribute, at least £10400 per year (£200pw) net of provision (see 2.5.6). Without this declaration signed, the Fund is unable to take the application further.

4.2 Application Form

4.2.1 Registration Of Applications

Once the completed application is received at the Funds, it is registered and allocated a reference number. The applicant is the disabled person and the file will be registered in their name. Applications may be accepted from a third party ie benefits appointee or Power of Attorney, but files are registered in the name of the applicant. If a couple both apply, even though it is likely that a joint care package will be needed, it is necessary to have two application forms, two files, and two reference numbers.

4.2.2 Effective Date Of Application

The effective date of an application is the date the application form is received in the ILF office. This date might be used to confirm if the Fund can take over services put in temporarily by the LA (see 5B.2).

However, payment of an award will only be started from the date an offer is authorised in Nottingham. Until an offer is made it should not be automatically assumed that the ILF will be involved. There are times when an initial application looks likely to be successful, yet at the visit further information provided results in the application being unsuccessful.

4.2.3 Fast Track Applications

The Fund processes new applications in date order ie the date they are received in the office. Occasionally, there are circumstances that mean that an application needs to be dealt with urgently; the Fund can consider treating these cases as urgent and process them quickly. We call this the fast track procedure.

The following are circumstances in which fast tracking can be considered: -

- When an applicant has been in hospital/residential care and there is a danger of them losing a tenancy/housing agreement unless they can be supported in the community immediately
- Where there has been a family breakdown, or split from a partner, which directly affects the care originally provided, and further support is needed immediately as a result
- Where the main carer can no longer provide the same level of care due to illness, hospitalisation or death, and further support is needed immediately as a result
- Where there has been such a sudden and significant change in the Applicant's condition that the main carer is no longer able to cope and to leave them to do so could jeopardise their future involvement eg through injury or psychological collapse and further support is needed immediately as a result