

Useful Forms and Resources



Sharing Knowledge
Working Together
Improving Lives



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2016 Version

Financial Assessment Form

Income
weekly/monthly

	Yours	Partners	Joint
Attendance Allowance or Constant Att. Allowance			
Bereavement Benefits			
Carer's Allowance			
Child Benefit			
Disability Living Allowance - Care Component			
Disability Living Allowance MOBILITY (information only)			
Earned Income (after tax and deductions)			
Housing Benefit			
Incapacity Benefit			
Income Support			
Income from Annuities			
Income from Trust Funds			
Independent Living Fund			
Industrial Disablement Benefits			
Jobseekers Allowance			
Maintenance Payments			
Occupational Pension			
Private Pensions			
Pension "Guarantee" Credit			
Pension "Savings" Credit			
Rental Income from Property			
Severe Disablement Allowance (SDA)			
Exceptional Severe Disablement Allowance			
State Retirement Pension			
War Pensions			
Working Tax Credit / Children's Tax Credit			
Any Other Income			
Disability Living Allowance/Attendance Allowance			
Savings/Investments		Value £	Tick if joint
Bank Current Account			
Bank Deposit Account			
Building Society Account			
Post Office Account			
Post Office investment A/C			
Premium Bonds			
Income or Capital Bonds			
Stocks & Shares			
Unit Trusts			

Tessa/ISA			
PEP account			
National Savings Certificates			
Any other savings/investments			
	Yes	No	Value £
Home owner			
Mortgage			
Disability Related Expenditure	weekl y£	Annually £	
Cost of any speciality item caused by disability, for example:			
Cost of care and support provided privately			
Dietary Needs			
Clothing/Footwear			
Equipment			
Heating			
Bedding			
Metered Water			
Garden Maintenance			
Domestic Help			
Laundry			
Transport			
Personal Assistance			
Community Alarm			
Others			
Money out on Debts and Loans		Value £	Tick if joint
Mortgage			
Bank Loan			
Rent			
Council Tax			
Service Charge			
Ground Rent			
Court Orders			
Child Support			
Water Rates			
Other			
Other relevant expenditure info			

PERSONAL PLAN

Plan Summary

description of concerns, expectations of support and outcomes:-

**Proposed Start
Date:**

Everyday Tasks

Health and Wellbeing

Community Life

Choice and Control

Living safely and taking risks

Family and relationships

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Contingency Arrangements
Detail plans if health or situation changes. Living will made, LPOA in place?

WANTED
Carer/Home Help

20 hours a week.

For local assistance with dressing, toileting, bathing, house cleaning and some light gardening etc.

Must be flexible and able to drive.

Good rate of pay.

For more details please call Mr XXXXXXXX on : XXXX XXXX

References and CRB check will be required.

Interview questions

What kind of job are you looking for and why?

Do you have a clean driving licence?

What is your availability/notice period?

What skills would you bring to this carer role?

What experience have you had caring for an elderly/disabled/wheelchair-bound person?

Why did you apply for this role?

Are you able to do heavy lifting?

Are you comfortable with animals/pets? (if their role will involve pet contact)

What kind of cooking can you do? (if this will be part of the role)

This contract is governed by the laws of England.

This contract is between

YOUR NAME

YOUR ADDRESS

AND

EMPLOYEE'S NAME

ADDRESS

JOB TITLE – e.g. carer/personal assistant

It could also say permanent/part-time after probation period (usually 3 months).

JOB DESCRIPTION – this job will involve supporting.....with their day to day activities. This could involve some personal care, preparing meals, helpingaccess activities and appointments. This is not an exhaustive list and may vary from time to time.

HRS OF WORK - work will normally be between and Monday – Friday. There may occasionally be a request to work outside these times. Supervision will also be paid for (for example 1 hr month). The average hrs per week worked will be (This is useful for part time hrs and for working out holiday requirement).

Pay will beper hr and paid on the last Friday of the month. After a years employment pay will be evaluated and rises may occur dependant on the personal budget received. (you may wish to have a different wage for probation period and this will have to be spelled out here.....i.e. £8hr until 3 month probation period is up then £8.50)

If you are to work a bank holiday this will be paid at time and a quarter.

Mileage will be paid separate to wages as will expenses, mileage forms will need to be filled in and receipts kept for expenses.

HOLIDAYS

Your holiday year will start from the day you are employed. No holiday pay will be paid for the firstmonths (can be no longer than 3). Then after you will be entitled to 5.6 weeks per year including bank holidays this equates tohrs.

You may be asked to take some set holidays and this will include the week between Christmas and new year. (usually no more than 2 set weeks)

Notice for holiday leave will be 4 weeks for both parties except in exceptional circumstances.

To help disabled people who are buying special products for their own needs or for a registered charity, the Government allows relief from VAT. This is subject to the following conditions:

- i) If you are disabled or chronically sick or are buying goods on behalf of someone who is disabled or chronically sick, we can relieve the VAT provided that you complete the declaration below.
- ii) If you are a business or institution and you are registered for VAT, you must pay the VAT. However when a disabled or chronically sick person buys the goods from you, you can relieve the VAT.
- iii) VAT relief applies only to goods which are specially designed for disabled or chronically sick people.

REMEMBER, to obtain the VAT relief you MUST complete the declaration below and return it to us.

DECLARATION.

I declare that I am disabled and/or chronically sick and that I am receiving goods from [] which are to be used to assist me and/or other disabled or chronically sick people. I claim that the supply of these goods is eligible for relief from VAT under Group 14 of the Zero Rate Schedule of the Finance Act of 1986.

Signed:.....Date:.....

If you are buying these goods on behalf of someone who is disabled or chronically sick or a charity, please detail the persons or charity's name below:

Name:-----

CURRICULUM VITAE

Name:

Address:

Telephone:

Date of Birth:

EDUCATION

Dates **Name/Address of School**

Dates **Name/Address of Further Education**

QUALIFICATIONS

Dates **Type of exam/qualification** **Grade/Pass**

PROFESSIONAL QUALIFICATIONS

Date **Type of exam/qualification** **Grade/Pass**

EMPLOYMENT HISTORY

Date(s) Start/Left

Employer

Position

OTHER POSTIONS HELD

List other positions like chair of PTAS, secretary of clubs/societies etc.

PERSONAL ACHIEVEMENTS

Date

List achievements

Additional Skills/Hobbies

le speak another language, use of computers, can drive.

Additional Comments

[You're Name]
[Address]
[Address]
[Address]
[Post Code]
[Tel No]
[Email]

[Name of Person/ Company/Employer]
[Their Address]
[Their Address]
[Their Address]
[Their postcode]

[Date]

Dear Sir or Madam,

[Subject] -

I am writing to see if you have any positions available within your company for the above mentioned position.

[

]

I look forward to hearing from you in the near future; I have enclosed my Curriculum Vitae for your perusal.

Yours Faithfully

[Your signature]

[Your Name]

Enc.

Useful Links

Whether looking for employees, wanting to meet other people through local clubs and societies, or getting help, you can be sure that others (people, local groups and organisations) may be used to helping people. They can direct you to a list of resources available that you or the client may be able to use.

Why not check out what these resources are:

Local

<https://www.lincolnshire.gov.uk/adult-care/>

Website from Lincolnshire County Council offering guidance on a range of services for Adult Social Care users.

List of clubs for disabled people

<http://www.ableize.com/Disabled-Groups-and-Clubs-by-County/Lincolnshire/>

List of inclusive sports activities

<http://lincolnshiresports.com/physical-activity/inclusive-activities/>

Help getting out and about

<http://www.lincolnshire.gov.uk/residents/transport-travel-and-roads/public-transport/community-transport/>

Wheelchair friendly taxi services

http://www.accessiblecountryside.org.uk/east/lincolnshire/lincolnshire_taxis.html

Lincolnshire Independent Living – local disability user - led organisation

<http://lincolnshireindependentliving.org.uk/>

Lincoln Age UK

<http://www.ageuk.org.uk/lincoln/>

Total Voice – Lincolnshire Advocacy Service

<http://www.totalvoicelincolnshire.org/>

health watch

<http://www.healthwatchlincolnshire.co.uk/>

Helping local people influence or change how their local NHS or Social Care services are planned and delivered.

Citizens Advice Bureau

<http://www.lincolncab.org.uk/>

Lincolnshire County Council

<http://www.lincolnshire.gov.uk/>

Lincolnshire County Council on-line complaints/comments/compliments

<http://www.lincolnshire.gov.uk/local-democracy/compliments-comments-and-complaints/complaints/34436.article>

Lincolnshire County Council Blue Badge Scheme

<https://www.lincolnshire.gov.uk/transport-and-roads/parking/blue-badge-parking-concessions/26852.article>

Useful National Organisations

In Control

<http://www.in-control.org.uk/>

Website dedicated to personalisation.

Partners in Policy Making

<http://www.partnersinpolicymaking.co.uk>

Umbrella name for a suite of leadership training courses for disabled adults, parents and carers of disabled children, professionals and other service providers.

Social Institute for Care

<http://www.scie.org.uk/topic/keyissues/personalisation>

Disability Rights UK

<http://www.disabilityrightsuk.org/>

Amalgamation of National Council for Independent Living, Radar and Disability Alliance.

Motability

<http://www.motability.co.uk>

Enables disabled people to use their mobility payments under DLA to lease a new car or mobility scooter.

National Government Organisations

Department of Work and Pensions

<http://www.dwp.gov.uk/>

Benefits, rights etc.

Office of Disabilities Issues

<http://odi.dwp.gov.uk/>

Information on disabilities funding.

Her Majesties Customs and Excise

<http://www.hmrc.gov.uk/>

Tax, National Insurance.

Government portal

<https://www.gov.uk/>

Employees'/employers' rights.

Equality and Human Rights Council

<http://www.equalityhumanrights.com/>

Disability rights and complaints.

Home Office/Equalities

<http://homeoffice.gov.uk/equalities/>

Equalities information

Write to your MP

<http://www.writetothem.com/>

Complain to your councillors/MP's.

Local Government Office

<http://www.lgo.org.uk/>

Ombudsman for complaints about your Local Authority.