



Independent
Living Fund

Equinox House
Island Business Quarter
City Link
Nottingham NG2 4LA

Phone: 0845 601 8815
or 0115 945 0700

www.dwp.gov.uk/ilf

Policy Circular

Document No 08/08

Owner: Corporate Affairs Team
Subject: Financial Management Support
Version: 4 of 4

Last Amended: 6 March 2014

Date Reviewed: 6 March 2014

1.0 Background

Some ILF users are unable to hold a bank account or feel unable to manage their ILF monies.

Some people choose to have a family member or representative assist them with their financial affairs or have their ILF monies paid into a totally separate bank account for them.

Some people may prefer to have a professional organisation manage their ILF monies. Certain organisations are able to offer this support to users by monies being paid into either a unique or shared bank account. A fee is generally charged for this service.

2.0 Policy

The Fund will not normally pay for financial management support provided by a relative who lives in the same household, in line with normal policy.

Textphone: 0845 601 8816
Fax: 0115 945 0945
Email: funds@ilf.gsi.gov.uk



CUSTOMER
SERVICE
EXCELLENCE



It is the ILF preferred position to pay its monies directly into the bank account of the ILF user. It is however acknowledged that this may not always be practical or desirable for the user.

Where a user requests that their ILF monies are paid to a third party organisation the ILF can include within its offer an amount to pay for the fee required for this service where this charged. The service will include operating a bank account on the user's behalf or receiving ILF money into a general/shared account and managing it on the users behalf and paying any care bills or invoices.

Where a request is made to pay for a private individual to supply this support to a user this may be allowed providing the case-holder is satisfied about the level of support that will be provided as part of the service.

This should not be confused with a payroll service. Payroll is a different service and ILF has a separate policy to deal with this.

The normal maximum that the ILF will pay for this fee is £6.25 per week. This amount should not be assumed to be the automatic requirement and where an organisation charges less than this the lower amount should be included. Where a user requests that an amount greater than this is paid and a reasonable explanation is given as to why a higher cost should be met the section manager may agree to this. Any such decision should be noted on the user records.

It is suggested that at the point an ILFA revisit takes place where an amount has previously been included to pay the fees for an organisation to manage a user's ILF money the ILFA checks that this is still required.

Any user can request that the ILF fund this service whether they engage the services of an agency, use self employed support, or employ their own PAs.

3.0 Transfer arrangements

In partnership with a User's Local Authority the ILF will take steps to ensure the User's transfer to the Local Authority in 2015 is as smooth a process as possible. To assist this it will be beneficial for the ILF assessor to identify potential differences between the ways the ILF and the Local Authority provide support.

Where it is established that the ILF currently fund financial management support and that the Local Authority will not the user should be made aware that this is likely to change when they transfer to the Local Authority in 2015 so they are prepared for this likely change.

4.0 Source

Trustees meeting 12 March 2008

Trustees meeting 9 June 2010

SMB meeting 13 March 2013

Trustees November 2013

5.0 History date reviewed

17 September 2008

10 June 2010

25 January 2012 (Review date amended from June 2012)

March 2013

November 2013

6 March 2014