



Independent
Living Fund

Your transfer guide

Preparing for the transfer

On 30 June 2015, the ILF will close. In preparation for the closure, we have visited every ILF user to talk about their support needs and how they think they can achieve the outcomes they need to remain independent.

Between April 2013 and December 2014, you should have had a face to face visit with one of our assessors and where possible, a representative from your local authority.

Following that meeting we sent you a copy of your support plan. This contained information about your care and support needs which you told us were important to you. It also captured what you want to happen around the delivery and management of your support after the ILF closes. If you have a social worker their contact details will also be in your support plan.

Between December 2014 and March 2015, following advice from our advisory group, we sent you another copy of your latest ILF support plan to assist with any future discussions about your support.

Our responsibilities

Supporting you until 30 June 2015

As long as you continue to be eligible, we will continue to support you in the usual way until we close. If there are significant changes in your life, such as your benefits change or you start living with someone, we may have to carry out a re-assessment, but we will let you know if this is the case.

If you started to receive help from the ILF after April 1993 your details will automatically be transferred to your local authority, as permission was given at the time of application.

If you were receiving help from the ILF before April 1993, we will have contacted you recently to ask for your consent to pass your details onto your local authority. Providing you gave us your permission we will pass your details on. If you chose not to give us your consent we will not automatically pass any of your details on and you will need to contact your local authority should you find you need care and support in the future.

We will also -

- Look at any significant change of circumstances providing the details of the changes are with us by 1 April 2015. A significant change of circumstances include things like moving local authority.

- Look at any financial changes to your offer, providing the details are with us by 1 May 2015. This includes things like you start to receive an occupational pension or you stop getting a benefit.
- Look at any one-off or additional payment requests providing the details are with us by 1 June 2015. This includes things like DBS checks for a personal assistant, redundancy payments or legal fees.

Your payments

Your last payment from the ILF will be paid in June on your usual payment date. Your bank account will show two separate payments. The first payment will be your normal four-weekly ILF award and the second will be a payment to cover the difference from your usual four-weekly payment date up to 30 June 2015.

Before ILF closure

Before the ILF closes, each local authority will be told how much money will be transferred to them, to enable them to continue to support ILF users.

After ILF closure

Any enquiries after 30 June 2015 need to be directed to your local authority. Their details should be in your support plan.

Any complaints about the ILF after 30 June 2015, should be directed to the Department for Work and Pensions (DWP).

Local authority responsibilities

Transfer preparation

In October 2014, the ILF met representatives from all 151 local authorities to make sure they were aware of their responsibilities following the ILF closure.

We talked to them about the details of the transfer and the code of practice which sets out best practice in supporting ILF users through to the new arrangements.

Before ILF closure

Each local authority should carry out their own assessment or have contacted you to explain how your support needs will be met after the ILF has closed.

During the assessment, it is important that you ask your local authority about any eligibility differences, such as -

- who can manage the funding
- what records need to be kept
- what hourly rate of pay is acceptable
- if there are any conditions attached to employing a personal assistant

After ILF closure

From 1 July 2015, your local authority will be responsible for meeting your eligible care and support needs.

They will assess the level of support you are eligible for under their assessment criteria, as well as consider your wellbeing (which includes ‘independent living’ and ‘control over day to day life’).

Where users have eligible needs they should be entitled to receive the support in the way that suits them and this should include the right to receive a direct payment. Your local authority should be able to help you arrange a direct payment if you want them to.

There are more details about the transfer of responsibilities in the regulations section of the Care Act 2014. A copy is available at www.gov.uk

Your responsibilities

Keeping records

You still need to keep records of how you spend your ILF money. These need to show who works for you, what hours they worked, how you paid them and how much you paid them. We may have to reduce the money you get or stop paying you if we ask to see your records and you cannot show them to us.

If you employ your own personal assistants by law you have to keep your records for the last six years. For more information you should contact HMRC. Their employer helpline number is 0300 200 3200 or you can visit www.gov.uk

Changes in your life

It is still important that you tell us when things change, because it may affect the amount of money you get from us. If you don't tell us about a change in your life, it could lead to an overpayment. (Please see page 8 for a list of changes you need to tell us about.)

An overpayment means that the ILF may have paid you money you should not have had and you will be asked to pay this money back. Even after we have closed any money owing to the ILF will be recovered by the Department for Work and Pensions (DWP).

Changes we need to know include:

- you stop going to a day centre
- the rate of Disability Living Allowance or Personal Independence Payment (PIP) you get changes
- you start or stop getting Severe Disability Premium
- you (or your partner) get a new benefit or stop getting a benefit
- you have a child or your child leaves home
- you get married or start to live with your partner
- you get divorced, or stop living with a partner
- you go into hospital or residential care even if it is just for a short time
- you move house
- someone starts to claim Carer's Allowance for giving care to you
- your income or your partner's income changes
- any reduction in your local authority input

Unspent monies

You may find that sometimes you have money left in your bank account that you have not spent. It may be that you are putting this money aside to pay for your employer costs such as National Insurance contributions for your personal assistant or perhaps your personal assistant's holiday pay.

It may also be that you have not paid for care for a short period, such as you went into hospital and you therefore have some money left over. If this is the case you can keep up to one week of your normal award as a contingency fund. This means you can use this money to pay for any extra care you may need.

If you still have money left over, after all your employer deductions have been put aside as well as your contingency, you need to return this money to us. Please send us a cheque with your reference number on the back to our normal address.

Any money you have left over after we have closed will need to be returned to the Department for Work and Pensions (DWP). Please make the cheque payable to 'DWP' and write your name and 'ILF unspent monies' on the back of the cheque and then post it to -

Department for Work and Pensions
Accounts Receivable Team
Room 6105 Tomlinson House
Norcross Lane
Blackpool
FY5 3TA

Useful national organisations

Listed below are some organisations that you may find helpful.

Carers UK

Carers UK is a charity set up to help people who care for family and friends. They provide information and advice about caring alongside practical and emotional support for carers.

- 0808 808 7777 (advice line)
- www.carersuk.org

Dial

Dial offers a combination of national disability expertise and local knowledge, providing free, impartial and expert information, advice and support to disabled people and their families on a variety of topics.

- 0808 800 3333
- www.scope.org.uk/dial

Disability Rights UK

Disability Rights UK is a not for profit organisation that is run and controlled by disabled people. Their primary aim is to promote independent living. They give support and information around Direct payments and Individual Budgets. They also have an Employers Kit which helps employers and prospective employers with issues around employing staff.

They also have links to other organisations who can give advice on benefits, care and debt as well as government departments.

- 020 7250 8181
- www.disabilityrightsuk.org

Equalities National Council

Equalities National council offer advice, advocacy, mentoring and information to support disabled people and carers to access services across health, housing, welfare benefits, social care and access to work.

- 0207 474 9812
- www.encweb.org.uk

Royal National Institute for Blind people (RNIB)

RNIB is the leading charity offering information, support and advice to people with sight loss.

- 0303 123 9999
- www.rnib.org.uk

Your local authority

Your local authority has a legal obligation to provide information about non-residential services. Local authorities are expected to signpost people to community based provision. Please contact them direct for more information about what help they can offer you.

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Fax: 0115 945 0945

Email: funds@ilf.gsi.gov.uk

web: www.gov.uk/ilf

This booklet is available in alternative languages, Braille and audio. If you would like this booklet in an alternative format please contact an ILF caseworker before 30 June 2015.



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