



Independent
Living Fund

Your transfer guide

Preparing for the transfer to Independent Living Fund Scotland

On 30 June 2015, the ILF will close. Responsibility for all Scottish ILF users will pass to the Scottish Government who are setting up a new ILF in Scotland to continue to support Scottish ILF service users.

In preparation for the transfer to ILF Scotland, 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 with the new body.

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. From 1 July, ILF Scotland will be responsible for your care and support needs.

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.

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 Disclosure 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, the Scottish Government will be told how much money will be transferred to them, to enable them to continue to support Scottish ILF users.

After ILF closure

The Scottish Government have said that they will protect users current awards as long as they continue to remain eligible and is developing ILF Scotland to support existing users from 1 July 2015.

Their contact details are -

Lisel Porch

ILF Scotland

Patient Support and Public Involvement Team

Care Support and Rights Division Scottish Government

St Andrew's House

Regent Road

Edinburgh

EH1 3DG

Email: ScottishILF@scotland.gsi.gov.uk

ILF Scotland's responsibilities

Before ILF closure

Until we close on 30 June 2015, any queries you have about your care and support needs should be addressed to the ILF, who will continue to support you in the way we do now.

ILF Scotland will also contact you before we close, to tell you more about the new service and how your support needs will be met in the future. They will also let you know how to contact them.

After ILF closure

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

They have confirmed that they intend to use the same eligibility criteria and policies you are used to, and will manage your awards in the same way.

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 7 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 Scotland

Carers Scotland 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/scotland

Carers Trust

Carers Trust Scotland are the largest provider of comprehensive carers support services in Scotland.

- 0300 123 2008
- www.carers.org/scotland

Deaf Action

Deaf Action delivers a range of services to people in Scotland with sensory support needs, including those who are blind, partially sighted, deaf, deafblind and hard of hearing.

- 0131 556 3128 (phone)
- 0131 557 0419 (text phone)
- 0131 557 8283 (fax)
- 07775 620757 (SMS)
- www.deafaction.org.uk

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

MECOPP

MECOPP actively seeks to challenge and dismantle barriers that deny black and minority ethnic carers access to health, social work and other social care services in Edinburgh, the Lothians and further afield.

- 0131 467 2994
- www.mecopp.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

Self Directed Support Scotland (SDSS)

SDSS is a national membership organisation which actively promotes independent living by supporting, working with and championing the aims of self directed support disabled people's organisations.

- www.sdsscotland.org.uk

SDS Information and Support Services

This is a searchable database to enable anyone in Scotland to search for local SDS Information and Support Services, including organisations who can help manage your ILF award.

- www.sdsinfo.org.uk

Independent Living Fund

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Island Business Quarter
City Link
Nottingham
NG2 4LA

Phone: 0845 601 8815
or 0115 945 0700

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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