



Independent  
Living Fund

## *ILF transfer review programme*

*Supporting you with the transfer of your  
care and support*



# Foreword

Following the consultation by Government on the future of the Independent Living Fund (ILF) on 18 December 2012 the Minister for Disabled People announced the Government's decision that on 31 March 2015 the ILF will close. From that date funding will be devolved to local authorities in England who will have sole responsibility for meeting your eligible care and support needs.

We appreciate that you might have concerns regarding the changes to the way your funding and support will be provided beyond 31 March 2015, but we will dedicate our resources over the next two years to support you throughout the transfer programme.

As part of our commitment to deliver the most effective support to you throughout this transfer programme we have worked with the Government, local authorities, organisations that support disabled people and carers; and most importantly users of the ILF in order to produce this guide.

Over the next two years, we will also work with your local authority to support their involvement in this transfer programme in order to best prepare them to support you from April 2015.

It remains our priority during the next two years to continue to provide you with the highest level of service we are able and your ILF caseworker will be able to assist you in the normal way should you have any queries, once you have read this guide.



James Sanderson  
Chief Executive  
March 2013

# *Introduction*



During the consultation on the future of the ILF and throughout our more recent engagement programme, many of you said it is very important that you understand what will happen during any transfer process. You also said that any meetings about your care and support should ideally be attended by both the ILF and your local authority.

We have designed the transfer programme in response to your feedback. The programme will follow a similar plan to our existing two-yearly review that you will be familiar with, and will include a face to face visit carried out by the ILF assessor and support from your ILF caseworker.

This guide sets out the programme in six stages to help make it clear what will happen throughout the transfer review and how you can best prepare.

- Stage one - the start of the process
- Stage two - how to prepare for the review
- Stage three - your transfer review visit
- Stage four - your ILF support plan
- Stage five - following your transfer review
- Stage six - the transfer process

# *Transfer review programme*



The information in this booklet has been produced through engagement with Government, local authorities, organisations that support disabled people and carers; and most importantly users of the ILF.

This programme aims to support you through the closure of the ILF and we are committed to working closely with you and your local authority to help manage the process.

The programme will start on 2 April 2013 and will take around two years to complete. Between 2 April 2013 and 31 March 2015, you will have a transfer review visit to review your existing ILF care package. This visit will also be an opportunity to talk to the ILF assessor and the local authority social worker about any concerns you have about the transfer.

We will continue to make payments to you, providing you still meet our conditions, and your ILF caseworker will continue to support you as they do now. On 31 March 2015 the ILF will close and your local authority will have the responsibility for assessing your care needs. This means that on 31 March 2015 your ILF payments will stop.

If you are a Group 1 user (this means you were in receipt of ILF funding before the end of March 1993), we will write to you to ask for your consent for us to share your information with your local authority. If you give us your consent, we will be able to contact your local authority to make them aware of your ILF support package and invite them to your face to face visit.

If you don't give your consent, we still need to visit you to make sure that you are still eligible for our funding until 2015 when funding from the ILF will stop.

If you have any concerns about giving your consent, please contact your ILF caseworker who will discuss these with you.

## *Stage one: the start of the process*



The process will start when we write to you to tell you that your transfer review visit is about to take place. This will be about two years after your last visit, for example if you had a visit in June 2011, your transfer review visit will be arranged around May/June 2013. In some cases visits will need to take place sooner than the two year date, but we will write to you to let you know if this is going to happen.

We are working with all local authorities to consider how best to support them in this programme and help them prepare for how your care may be managed after 31 March 2015.

We will invite your local authority to your transfer review visit. If you have contact with your local authority it may also be of benefit if you make contact with them when you get your visit letter.

If you are a Group 1 user, we will ask you before the visit, for your consent to contact your local authority. It's important that we invite the local authority social worker to attend the visit as well, so that they can talk to you about your care needs. It also means that they can be more prepared to help you with any assistance you might need when the ILF closes on 31 March 2015.

### **What you can expect at this stage –**

- we will contact the ILF assessors and ask them to arrange a suitable date and time for your visit to take place;
- we will talk to your local authority and ask them to attend the transfer review meeting; and
- we will have asked Group 1 users for their consent to contact their local authority.

## Stage two: how to prepare for the review



We will write to let you know what we will talk with you about at the visit and what information will be collected. This will enable you to do a self-assessment before the visit if you want to.

At this stage you should take the time to think about any questions you may want to ask the ILF assessor or the local authority social worker.

We will also send you a financial information form which you will need to fill in before the visit.

At this stage we will send your local authority a copy of your current ILF support to help them prepare for the visit.

If you have a power of attorney or a benefits appointee it is really important that you ask them to be at the visit too. You can also ask a friend or relative to be there as well to support you.

If you are a Group 1 user and have not yet given us your consent to contact the local authority we will not be able to share your information with them.

### **What you can expect at this stage –**

- a letter telling you about your transfer review visit and details of the assessor who will be contacting you;
- a financial information form (this form needs filling in before the visit);
- that your local authority has been contacted and asked to attend the meeting; and
- a reminder for you to prepare all the relevant information needed to make the visit as smooth as possible.

## Stage three: your transfer review visit



At the visit the ILF assessor and the local authority social worker will talk to you about your current ILF support package.

They will ask you to explain about what's important to you and the difference the support you receive makes to you and your family. This will include a discussion about your independent living outcomes. They will gather information about your present care arrangements and circumstances.

The ILF assessor will also ask you details of the care you employ and any unpaid care you may have. Please make sure that you have the records of all the care you have employed since your last review visit available for the ILF assessor to see at the visit.

Before the visit you may want to think about what difference the support you get at the moment makes to your life and why it makes a difference to you.

The areas we would like you to think about are:

- **Making sure that you have choice and control over your life**  
This is about the support that you need to manage your life in the way you want.

- **Keeping fit and well in body and mind**  
This is about what support you need to maintain your mental and physical health.
- **Making sure that you are safe and well**  
This is about what support you need to make sure that you are safe inside and outside your home.
- **Undertaking work, learning, training, hobbies and interests**  
This is about the work, learning and activities that you wish to pursue.
- **Maintaining relationships with friends, family and your community**  
This is about the support that you need to be included into your community.
- **Supporting your informal carers**  
This is about the support that is needed for your unpaid carers to continue to assist you.

The ILF assessor will talk with you about these areas at the visit in order to put together your ILF support plan.

## *Stage three: your transfer review visit continued*



The local authority social worker will be able to talk to you about any issues that you may need to think about before 31 March 2015 when your ILF payments will stop. You will be able to talk to them about how they will approach assessing your eligible support needs following the closure of the ILF.

The visit will also give you the opportunity to talk about how any changes to your support might be managed.

If you are a Group 1 user and you have not given us your consent to contact your local authority, only the ILF assessor will attend this meeting. At this stage it is not too late to give your consent as we can arrange another meeting to jointly discuss your ILF support plan with your local authority.

We will try and conduct the meeting to meet your personal needs. However, in order to make sure that all the information is correct the meeting is expected to last a couple of hours.

### **What you can expect at this stage –**

- a full discussion about your independent living outcomes;
- to talk about the support you need and the resources that are available to you;
- a chance to discuss any concerns you may have;
- the opportunity to discuss with your local authority how they will work with you in preparation for the closure of the ILF;
- to talk about what support your personal assistants/carers may need; and
- we will also check the records you have been keeping and look to see if you have any unspent money.



## Stage four: your ILF support plan



Following the visit, we will do a comprehensive assessment of your independent living outcomes. We will also check that you have spent your ILF money in line with our policy and may need to contact you separately to discuss this.

As with our usual review visit, we will then send you an offer of funding. If you remain eligible this offer of funding will only be valid until the closure of the ILF on 31 March 2015.

If the review has resulted in an increase in your offer, we will also send you an agreement form. This form asks you to confirm that you understand the offer and that you have read your user guide.

We will also send you a detailed ILF support plan that will show you the package of care that was discussed with you and the local authority social worker (if present) at the visit.

The plan will give you a breakdown of how much care you need and how much it will cost and will be split into three areas -

- Provision – this is the amount and type of care you need, for example night care;
- Resources – this is the cost of your care including any contribution you will need to make;

- Outcomes – this is what the provision will enable you to achieve.

A copy will also be sent to your local authority.

If you have any queries about the details in your ILF support plan, please contact your ILF caseworker. You may also request a review of any decision we have made, please refer to your user guide for more details.

### **What you can expect at this stage –**

- a copy of your ILF support plan that will include details of your offer and the outcomes that were talked about at your visit;
- a reminder of the things you need to talk about with your local authority; and
- an agreement form if your offer has increased.

## *Stage five: following your transfer review*



If we send you an agreement form and you wish to accept the offer of funding, you will need to sign the form and return it to us.

If your current ILF offer has not changed you will not need to complete another agreement form, we will just administer your ILF award as we would do normally.

If you are a Group 1 user and you have not yet given us consent to contact your local authority, you can still get in touch with us and we can ask them to become involved in your care package.

In line with the Data Protection Act, we will now start to prepare the information we hold for transfer to your local authority.

This transfer of information will happen by 31 March 2015.

### **What you can expect at this stage –**

- we will start preparing your information to send to your local authority;
- to continue to get your funding until 31 March 2015 providing you still meet our conditions; and
- we will continue to support you and the local authority through the transfer programme.

## *Stage six: the transfer process*



Before the ILF closes on 31 March 2015, we will write to you again to confirm the details of any final payments.

Your user guide has a section about other organisations that can offer you assistance and advice.

By this stage you should have discussed with your local authority how your care will be managed after 31 March 2015.

After 31 March 2015 the ILF will close and will make no further payments.

We will also contact your local authority to make sure they have the information about you that they need.

### **What you can expect at this stage –**

- we will continue to make payments, providing you are still eligible up to 31 March 2015; and
- we will ensure that your local authority have all the information they need.

Throughout this process, your ILF caseworker is available to support you and work with your local authority to help them to help you prepare for the transfer on 31 March 2015.

It is very important that you keep all the information we send you in a safe place and you may need to refer to it after the ILF has closed.



## stage one

At stage one you can expect -

- we will contact the ILF assessors and ask them to arrange a suitable date and time for your visit to take place;
- we will talk to your local authority and ask them to attend the transfer review meeting; and
- we will have asked Group 1 users for their consent to contact their local authority



## stage two

At stage two you can expect -

- a letter telling you about your transfer review visit and details of the assessor who will be contacting you;
- a financial information form (this form needs filling in before the visit);
- that your local authority has been contacted and asked to attend the meeting; and
- a reminder for you to prepare all the relevant information needed to make the visit as smooth as possible.



## stage three

At stage three you can expect -

- a full discussion about your independent living outcomes;
- to talk about the support you need and the resources that are available to you;
- a chance to discuss any concerns you may have;
- the opportunity to discuss with your local authority how they will work with you in preparation for the closure of the ILF;
- to talk about what support your personal assistants/ carers may need; and
- we will also check the records you have been keeping and look to see if you have any unspent money.



#### stage four

At stage four you can expect -

- a copy of your ILF support plan that will include details of your offer and the outcomes that were talked about at your visit;
- a reminder of the things you need to talk about with your local authority; and
- an agreement form if your offer has increased.



#### stage five

At stage five you can expect -

- we will start preparing your information to send to your local authority;
- to continue to get your funding until 31 March 2015 providing you still meet our conditions; and
- we will continue to support you and the local authority through the transfer programme.



#### stage six

At stage six you can expect -

- we will continue to make payments, providing you are still eligible up to 31 March 2015; and
- we will ensure that your local authority have all the information they need.

# Notes



You can use these pages to prepare for your visit and to support your discussions with your local authority.

*Notes*



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This booklet is also available in alternative languages, Braille and audio.

If you would this booklet in an alternative format, please contact your caseworker or email [customerservices@ilf.gsi.gov.uk](mailto:customerservices@ilf.gsi.gov.uk).

This guide has been produced through engagement with Government, local authorities, organisations that support disabled people and carers; and most importantly users of the ILF.



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