

# 2022/23 SHORT BREAK GRANT Guidance Notes

**CLOSING DATE 31<sup>ST</sup> JANUARY 2023**

**Please read these guidance notes carefully before completing the application form.**

## **What is a Short Break Grant?**

It is a one-off payment, **up to a maximum** of £400 per family if they have a child or a young person with a diagnosed disability aged 0 to 18. It is to give the parent a break from their additional caring responsibilities

## **Who can apply?**

You can apply if you are the parent or carer of a child with a diagnosed disability and:

1. they are under 18 years old
2. you are on means-tested benefits or your **household** income is less than £21,000 per year
3. your child or young person receives High-Rate Disability Living Allowance (DLA) in either care or mobility components (0 to 16 years)
4. your child or young person receives Enhanced Rate Personal Independence Payment (PIP) for either daily living or mobility components (16 to 18 years)
5. you do not already receive another short break or respite service, or a Direct Payment for that individual child (or you can agree to stop using the other service if you want to use this one)

You can apply if a relevant professional who knows your child and your family completes and signs an 'Impact Information Form' which explains your child's disability and how this impacts on your whole family.

## **Who can't apply?**

You are not eligible to apply for this grant if you already receive:

- SNIPS activity
- Direct payments
- Befriending through SNIPS
- Overnight respite

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**If you already receive another short break service, SNIPS activity, direct payment, befriending through SNIPS or overnight respite, you are not eligible to apply for the Short Break Grant. Therefore, you can choose to change to a Short Break Grant from your usual service. However, you need to think very carefully about this and discuss it with your social worker or a member of the SNIPS team. Please remember that the Short Break Grant is a one-off payment per year. The other short break services provide for your family all year round.**

### **How can I apply?**

1. First you need to complete the Household Income Assessment. **To do this call 0114 273 4567 and press option 4, then option 6.** You cannot continue with your application until you have a letter confirming you have completed the income assessment
2. Gather information to support your application. You will need one of these:
  - a. evidence of High-Rate Disability Living Allowance (DLA) in either care or mobility components (0 to 16 years) for your child
  - b. evidence of Enhanced Rate Personal Independence Payment (PIP) for either the daily living or mobility components (16 to 18 years) for your child
  - c. or arrange for the 'Impact Information Form' to be completed by a relevant professional who knows your child and your family. This should be completed and explains your child's disability and how this impacts on your whole family
3. Complete the new 2022/2023 application form available to download below, and submit it along with the required evidence.
4. Submit your application form and all the required information on the checklist **no later than 31st January 2023** to:

**Sheffield City Council, Short Break Grant Scheme, People's Service,  
Floor 6 North Wing, Moorfoot, Sheffield, S1 4PL**

**\*\* Incomplete applications cannot be processed \*\***

**What if I already receive another short break service but want to apply for the grant instead?**

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You will need to think very carefully about what you want to do. You need to remember:

- The Short Break Grant is a one – off payment
- Most other services provide for your family all year round

### **If I have a Short Break Grant how long will it be before I can apply for any other short break service?**

If you have a Short Break Grant you will not be able to apply for any other short break service for 12 months.

### **What can I use the grant for?**

The Short Breaks Grant is designed to be flexible and you can use it in a variety of different ways. Below are examples of what you may spend the award money on.

- Buy a gym membership for you or for your child
- Pay for family days out – including travel and food costs
- Pay for cinema trips or a yearly cinema pass
- Pay for a host of other leisure activities
- Pay for additional support to allow your child to access an activity while you have a break
- Access a holiday or play scheme
- Pay for childcare to allow you have days or nights out
- Toys and games
- Electronic devices for the disabled child

These are just examples, what is most important is that the grant helps to reduce your stress in some way.

**NB – if your child is of mandatory school age (5 – 16) and you choose to use the grant towards a holiday or activity that will take place during term time; you must consult with the school and abide by your legal obligations in relation to your child's attendance at school.**

### **What can I NOT use the grant for?**

Although the use of the grant is flexible, there are some things it can't be used for, such as:

- Decorating
- Furniture
- Clothes
- Annual ground rent for a caravan or holiday home
- Having a car serviced or repaired

**I have more than one child with a disability, can I apply for more than one Grant?**

**No**, we are only able to offer one grant per household. You may be eligible for a different short break service for any other disabled children in your family.

**When can I use the grant?**

The activity or purchase must have taken place and the grant money must be spent **before 31<sup>st</sup> March 2023**. You will be asked to provide receipts to show how and when the grant has been used.

**How long will my application take?**

Please allow **a minimum of 6 weeks** from sending us your application form before making any enquiries about its progress. We try to process the applications as quickly as possible but, at times of high demand, it might take us a little longer.

**If there is a problem or if we need more information we will contact you directly.**

We will tell you of our decision either by post or by email, if you have given us your email address.

NB. We cannot tell you when we have received your application. If you are worried that your form may not reach us, you can choose to pay for a recorded / tracked delivery service.

**I need the money quickly, can you 'fast track' my application?**

No, to make the process fair, we process all applications strictly in the date order in which they have been received. You must not rely on having the money by a certain date, so it is important to allow at least 6 weeks from the date you send us your application until the date you want to use the grant.

**Can I use the money for an activity or break I have taken earlier in the year?**

No. The grant cannot be used retrospectively. It must be used for something that is to take place in the future – **at least 6 weeks after you have sent us your application and before 31<sup>st</sup> March 2023**.

**Will I have to prove how and when I have used the grant?**

Yes, you must be able to provide us with evidence how and when the grant has been used e.g. receipts

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### **What if I am not happy with your decision?**

If you disagree with our decision, you have the right to appeal. The letter you receive will tell you how and where to make your appeal.

### **Where do I go for more information or help to apply?**

If you have more questions or need help to apply, please contact us by email at [CYPF\\_ShortBreakGrants@sheffield.gov.uk](mailto:CYPF_ShortBreakGrants@sheffield.gov.uk) or call us on **0114 273 6032**

### **Where can I find out more about how you will use the information I provide?**

Please see the privacy notice on the website

<https://www.sheffield.gov.uk/utilities/footer-links/privacy-notice>