



Dear [insert name of agent]

I am writing to you following our assessment of the needs of your [insert relationship]: [insert full name] and as the Agent of [insert first name]: an appropriate representative who is willing and able to work with us to ensure that together we can offer [insert first name] the right support.

This letter tells you about the individual funding or services that [insert first name] will receive. Please do not hesitate to contact me should any of the information in this letter be unclear.

Individual Budget

In our assessment of the needs of [insert full name] we have taken into account the needs that are eligible for support and the level of funding that other disabled people with the same level of needs should receive.

On this assessment [insert full name] is entitled to a level of funding of [insert gross weekly amount] per week. In the full year for 2007/08 this is equivalent to [insert gross annual amount] per year. In future years this amount will be increased by a standard amount to take account of inflation.

Future funding (Delete this section if not applicable)

In addition during our assessment we noted that should [insert full name] move out of the family home there would be a different level of need and funding.

At this future time [insert full name] would be entitled to a level of funding of [insert gross weekly amount] per week. In the Full Year for 2004/05 this would be equivalent to [insert gross annual amount] per year.

Present services (Delete this section if not applicable)

It is important to remember that [insert name] presently receives the following services that are arranged for you by us.

Name of service	Full Annual Cost
INDIVIDUAL FUNDING	[insert gross annual funding]
[insert service]	[insert cost of service]
[insert service]	[insert cost of service]
TOTAL COST	[insert total cost of present services]
UNCOMMITTED FUNDING	[individual funding less total cost]

Please note that:

- If you plan to continue using any of these services then the cost of that particular service will be subtracted from the overall level of individual funding set out above.
- If you wish to explore changing (increasing or decreasing) the support you receive from these services then we will work with you to identify how those changes can be made within the overall level of individual funding available.

#### Independent Living Fund (Delete this section if not applicable)

It is important to remember that [insert name] has an entitlement to receive funding from the Independent Living Fund (ILF), which may contribute to the level of individual funding that has been identified:

- In order to achieve the full level of individual funding set out above we will need to work together to make sure that an appropriate entitlement to ILF funding is established.
- If you are unwilling to apply for ILF funding we may not be able to achieve the full level of individual funding set out above.

#### Continuing Care (Delete this section if not applicable)

It is important to remember that [insert name] has an entitlement to receive funding from Continuing Care, which may contribute to the level of individual funding that has been identified. *(This section may be adapted to cover other important sources of additional income: e.g. employment, education and housing support - it should also be clear whether such funding is additional to or included within the initial funding assessment.)*

#### Support Plan

In order to receive the agreed level of funding you will need to write a plan that explains what you intend to do with the level of funding:

- You can use the funding flexibly as long as it is used to successfully meet the needs of [insert first name].
- You can also use your funding to buy help to manage your funds.
- We will also provide you with information about local services.
- Help to find or organise appropriate housing.

If you feel you need extra help to develop this plan then we will also provide you with information, advice and support in order to make sure you can develop and implement your plan.

Your plan needs to be sent to [insert full name] and they will set up a meeting with you as soon as possible in order to agree the plan or agree any necessary changes.

#### Managing the money

It is important to remember that there are 6 ways in which the individual funding can be managed:

by the individual	The money is controlled by the individual, with help if necessary.
by a representative	The money is controlled by the Agent or by another representative, as agreed in the Support Plan.

by a trust	The money is by a Trust that has been set up to look after the interests of the individual.
by an independent organisation	The money is controlled by an organisation that manages the funding on behalf of the disabled person.
by a service provider	The money is controlled by a service provider who spends the money on services for the individual
By Adult and Community Services	The money is managed by Adult and Community Services who purchase or provide the agreed services.

We can provide more information about these options if it would be helpful and it is possible to mix these options.

### Charging

The Council may have to apply charges to the services you receive in line with national and local policy, these charges vary depending upon the services you use and we will help you to work out whether charges apply when you present your Support Plan.

### Contract

When we have agreed the Support Plan with you then we will provide you with a clear contract that sets out what you need to do and what the Council promises to do. A copy of the contract is attached.

### Summary

This letter tells you how much money you should receive to pay for your support. In addition you should have received:

- A copy of the Adult Care Assessment
- The Contract
- An information pack on Individual Budgets in Worcestershire

*(List any other guidance or information available locally)*

If this letter does not make sense please contact me directly.

Yours sincerely

Community Team Manager

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