

**Welcome to the Creative Breaks service**

**Please read the following in full before completing the application form to ensure the service will meet your family’s needs.**

**Please ensure you understand the purpose of the service and what the service outcomes should be for you and your family.**

**If you have any queries, please don’t hesitate to contact 01606 331853 – Cate Barrow**

**1.Eligibility**

Disabled young people aged 0 to 18 years who live in Cheshire West, do not receive funded support from Social Care and receive any of the following:

* Higher rate or Middle Rate DLA for care and/or mobility
* Enhanced or Standard rate PIP for care and/or mobility with a minimum of 10 points over all the care sections

**2.The purpose of the Creative Breaks service**

* to increase social opportunities for disabled children and young people
* empower disabled young people to participate in short breaks of their choice
* provide an opportunity for parents/carers and siblings to have a break from their caring responsibilities.

**3.The outcomes for your family:**

* young people have greater opportunities, freedom and support to access community-based activities
* young people explore interests to a greater extent.
* young people meet new friends
* young people increase self confidence
* parents/carers have a short break from their caring role
* reduce the need to access statutory services from Social Care and/or access Direct Payments

**4. How Creative Breaks funding can be used?**

Funds can be accessed on a quarterly basis and should be accessed on a regular basis throughout the year.

* July–September up to £250.00
* October-December up to £250.00
* January-March up to £250.00
* April–June up to £250.00

**Example activities**

* Membership of sports club/gym for young person
* Fees for a youth club/social club
* Specialist activities e.g. swimming, dance, music lessons, trampoline clubs, horse riding, sports, arts
* Afterschool and holiday clubs
* Cost of a weekend break or holiday independent of a parent
* Young person’s cost for family holiday
* Annual memberships for young person and one parent/carere.g., Chester Zoo, Blue Planet Aquarium, Alton Towers
* Daytrips to an agreed venue
* Pay for a sitter so you can go out, or to pay for someone to care for your son/daughter who is
  + - * self-employed (they must be able to provide proof of their self-employed status)
      * employed legally by you. Please contact me to discuss your legal responsibilities regarding this further.
  + purchased from an agency

**Holidays/Weekend Breaks**

The statutory guidance requires local authorities to provide short breaks that give parent carers a break from their caring responsibilities.

Creative Breaks funding **can be used**

* for the child’s costs if they go on holiday with parents (parents costs are not funded). If a parent/s uses funding to pay for a holiday in which only they accompany their child, this does not constitute a short break, as the parent/s is caring for their child
* for the costs of one child and one adult (such as extended family/friend/carer) who will take responsibility in whole or in part for caring for the young person
* the additional costs associated with hiring adapted accommodation
* the costs of hiring adapted equipment to use on holiday

**Mileage**

* Funds can be used to cover mileage when accessing an activity.
* The rate for mileage is 25p per mile.
* Claims for mileage, MUST be supported by evidence that the journey was to an activity attended by your son or daughter (tickets/subs etc – a petrol receipt from your local filling station cannot be accepted).
* You cannot claim for mileage in advance

**What you CANNOT use the funds for:**

* to purchase snacks, meals or refreshments of any kind
* to pay parking fines, congestion charges
* to purchase household items such as beds, carpets, sofas, bedroom furniture, cookers etc.
* to purchase equipment e.g. bikes, sensory toys, trampolines
* to purchase animals
* to pay for any unmet health or education needs. These should be referred to the appropriate professional
* to fund Carers only breaks. Please discuss with your advisor, and they will signpost you to appropriate services

**5. Process to access funds**

**It’s a simple two step process**

1. **Complete a Funding Request form**.

This will be checked to ensure your request meets the service remit. You will be advised via email if your request has been agreed or not.

1. **Once your request has been agreed, submit a Reimbursement Form with a receipt of payment or an invoice for payment**

Invoices can be sent direct from the activity provider, but you will still be required to complete a reimbursement form.

Payment will be made via BACS direct to your bank account within 5 working days

**Unfortunately, we cannot transfer funds to you in advance of a purchase.**

It is important that you complete the forms giving all information requested. This is not intended to cause you more work, but to ensure payments are made for the correct amount and paid to the correct person. The additional information collected, such as the number of hours an activity lasts and outcomes, is information required by the local authority.

**6.Please note**

* if you purchase an activity and/or holiday prior to submitting a request form you may not be able to claim for this purchase if the purchase does not meet the service criteria
* if no reimbursement form and proof of purchase is received, or you do not provide bank details, payment may be delayed.