Care and Support
Application form
Guidance Notes

Please ensure you read and understand the following information before continuing with this Care and Support Application.

What you should do:

• Complete all questions on the application form, giving as much detail as possible. Failure to do so could result in the application being returned.

• Please remember that you must submit a recent ‘Assessment of Need and Care Plan’ from the Care Manager from Health & Social Care Partnership

• If further assistance is required to complete this application please contact your local housing office.

• Sign and date the form

• Return the form in person to your local housing office or by post to East Ayrshire Council who will deal with your application on behalf of the SEARCH partners:
  East Ayrshire Council
  Housing Register Team
  Housing Service
  P.O. Box 13
  John Dickie Street
  Kilmarnock
  KA1 1HW

What happens next?

• The information you provide will be used to make an assessment of your housing need by the Housing Occupational Therapist

• The Housing Occupational Therapist will contact you by telephone to gather further information

• We will write to you when a decision regarding your application has been made
Information

What is Care and Support?

Care and Support Points may be awarded to applicants who require a move of property to allow them to either provide or receive care and support from a relative or Carer.

Care and Support is the term used to describe the help some people need to continue to live in their own home for as long as possible with any illness or disability that they may have. It can include help with:

• Getting out of bed
• Washing
• Dressing
• Toileting
• Cooking meals
• Eating
• Taking medication
• Help with running a household

How do I apply for a Care and Support assessment?

You need to complete this Care and Support Application for assessment. It is very important that you complete all the questions on the application and give us as much information as possible.

Applicants must also submit supporting evidence which details the formal care needs of the individual requiring care and support. This evidence must include an Assessment of Need and a Support Plan created by a Care Manager from Health and Social Care Partnership.

It must be evidenced that without this care and support a person would be unable to continue to live independently within their home.

If this supporting evidence is not submitted then the Care and Support Application Form will not be assessed. A single supporting letter from a health professional such as a GP without a formal Care Plan will not be considered as sufficient evidence for Care and Support points.

Criteria

Care and Support Points will only be awarded if it can be demonstrated that:

• A person requires to move to provide support or be provided with support which will significantly reduce the demand on formal care services.
• That care and support is essential to allow either the applicant or the person they care for to remain in their own home and eliminate admission to a care home on a permanent basis.
• It is not reasonable for the Carer to provide the level of care and support unless they live closer to the person they are providing the care for.

Care and Support Points may be awarded to relatives such as parents, children, siblings or partner. However, consideration will also be given to other relatives or other carers not related to the person.

As well as looking at the level of care required or provided, consideration will also be given to the distance between where the applicant currently lives to the Carer or to the person requiring the care. We would take account of the journey that the person is required to take to provide the care. This would include distance, method, availability, frequency, time and cost of travel.

Circumstances where points will NOT be awarded

• If the applicant already resides within the same letting area or reasonable geographical distance, it will be viewed that this is an acceptable distance for a person to travel.
• If there is currently no formal care plan in place by a Care Manager from the Health And Social Care Partnership.
• Being in receipt of Carer’s Allowance does not automatically qualify you for Care and Support points, all of the criteria requires to be met.
• Care and Support will not be provided to individuals providing care as paid employment.
• A single supporting letter from a health professional i.e. GP will not be considered as sufficient evidence for Care and Support points.
Who will carry out the Care and Support assessment?

An Occupational Therapist will make an assessment of your housing need on behalf of the following partners:

- Atrium Homes
- Cunninghame Housing Association
- East Ayrshire Council
- Irvine Housing Association
- Shire Housing Association

What will happen during the assessment?

The application will be assessed by the Housing Occupational Therapist within 20 working days of receipt of a fully completed application.

The Housing Occupational Therapist will contact you or your representative by telephone in order to gain a better understanding of your needs.

Upon completion of the assessment the Housing Occupational Therapist will provide the decision on whether Care and Support Points are applicable based on the information provided. The Housing Occupational Therapist will also make recommendations on house types or adaptations required. Applicants will be notified of the decision in writing.

What priority can I be awarded?

A single set of 15 points will be awarded to applicants that either require to move to be supported by a relative or Carer; or a person requires to move to provide support to a relative or person to enable them to stay in their own home.

How do I appeal?

If you are unhappy with the outcome of the assessment you can appeal in writing within 28 days of the date of the decision letter. Please address appeal to:

The Housing Register Team Manager
Housing Register Team
Housing Service
PO Box 13
John Dickie Street, Kilmarnock
KA1 1HW
Application for Care and Support Assessment

All information provided will be treated in the strictest confidence

Please answer all the questions as fully as possible to help us consider this application.

If this form is not fully completed we will not be able to carry out an assessment.

If you are applying to move house to provide care and support please complete section 1, 2, 4 and 5.

If you are applying to move to receive care and support please complete section 1, 3, 4 and 5.

Section 1: Personal details of person applying for care and support points

<table>
<thead>
<tr>
<th>What is the Application for Housing Reference Number that this application relates to (if you have it)?</th>
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<table>
<thead>
<tr>
<th>Name of <strong>main</strong> applicant</th>
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</thead>
<tbody>
<tr>
<td>Current address</td>
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</table>

<table>
<thead>
<tr>
<th>Name of <strong>joint</strong> applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current address</td>
</tr>
</tbody>
</table>

| Telephone number(s) |
**Section 2: Person applying to move house to provide care and support**

<table>
<thead>
<tr>
<th>Name of person you provide/plan to provide care for</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current address</td>
<td></td>
</tr>
<tr>
<td>Telephone number(s)</td>
<td></td>
</tr>
</tbody>
</table>

What type of care and support do you currently provide to this person? Or, by moving closer to the above person, what care and support do you plan to provide?

How often do you, or plan to, provide care and support to this person?

<table>
<thead>
<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Other</th>
<th>Please detail</th>
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<tr>
<td>Please explain why you are currently unable to provide this from your current home</td>
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<tr>
<td>What other family supports are available to the person within their current area?</td>
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</table>
## Section 3: Person applying to move to receive care and support?

Please provide the details of the person who does, or plans to, provide care and support to you.

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<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone number(s)</td>
<td></td>
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</tbody>
</table>

What type of care and support do they currently provide to you?  
Or, by moving closer to the above person, what care and support do they plan to provide?
<table>
<thead>
<tr>
<th>How often do they, or plan to, provide care and support to you?</th>
<th>Daily: □  Weekly: □  Other: □  Please detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Please explain why you are currently unable to receive this at your current home</td>
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<td></td>
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<tr>
<td>What other family supports are available to you within your current area?</td>
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**Section 4: Formal Care Services**

*Please remember that you must submit a recent ‘Assessment of Need and Care plan’ from the Care Manager from Health & Social care*

<table>
<thead>
<tr>
<th>Are there any formal care services currently being provided? If YES, please detail including how often</th>
<th>NO: ☐  YES: ☐ Please detail</th>
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<td></td>
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Please advise why re-housing would reduce the need for formal care services or prevent admission into a care home.

Please provide details of the Care Manager

<table>
<thead>
<tr>
<th>Care Manager Name</th>
<th></th>
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<tbody>
<tr>
<td>Profession</td>
<td></td>
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<tr>
<td>Address</td>
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<tr>
<td>Telephone number</td>
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Section 5: Additional information

If applicable please detail any other information that you think is relevant to this application.
If the person wants us to deal with someone else on their behalf (a representative) about this application please give their details below.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Relationship to you (if any)</td>
</tr>
<tr>
<td>Telephone number(s)</td>
</tr>
</tbody>
</table>

If this application was completed by anyone other than the above please provide details below.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to applicant</td>
</tr>
</tbody>
</table>
| Signature  | Date:
# Declaration

**Please read this declaration carefully**

- I confirm that the details I have given on this application form are true and accurate.
- I understand that if my circumstances change, I must tell East Ayrshire Council.
- I understand that if I give any false or misleading information, or do not provide relevant information, that any points awarded to my application can be withdrawn.
- If I get a tenancy based on false or misleading information, I understand that the landlord may take court action to evict me.
- I understand that East Ayrshire Council can ask for additional information from other agencies and health and social services professionals in connection with my application.
- I authorise these agencies and Health and Social Services Professionals to disclose any information needed in connection with my housing application to East Ayrshire Council.
- I understand that the information provided on this form, the assessment and any supporting evidence will form part of my housing application and may be shared with any or all of the SEARCH partners.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date:</th>
</tr>
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<table>
<thead>
<tr>
<th>Joint Applicant’s Signature</th>
<th>Date:</th>
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</table>

If the person detailed in this application is not the applicant or joint applicant and is aged 16 years or over then they also need to sign this declaration.

**Household member with health issue or disability:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date:</th>
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</table>
This information can be made available, on request, in braille, large print or audio formats and can be translated into a range of languages. Contact details are provided below.
**DATA PROTECTION**

SEARCH is a Partnership involving East Ayrshire Council and Registered Social Landlords, Atrium Homes, Cunninghame Housing Association, Irvine Housing Association and Shire Housing Association. Contact details for all of the Partners can be found at the end of this document.

East Ayrshire Council will process your application on behalf of all of the partners. The Council and partners are data controllers in common. Any data protection queries can be directed to the Council’s Data Protection Officer using the details noted below. If your issues are not resolved following internal discussions, further enquiries or complaints can be made to the Information Commissioner’s Office, contact details below:

Data Protection Officer: Council Headquarters, London Road, Kilmarnock, KA3 7BU
Tel: 01563 576094
Email: information.governance@east-ayrshire.gov.uk

Information Commissioner’s Office: 45 Melville Street, Edinburgh, EH3 7HL
Tel: 0303 123 1115
Email: scotland@ico.org.uk

It is necessary to process this information to perform a public task which is of substantial public interest – in other words to allow us to assess your current accommodation against any health issues or disabilities you are suffering to assess what assistance can be provided.

Your information will be available to all of the SEARCH partners. In order to fully assess your application, the SEARCH partners can ask for additional information from other agencies and Health and Social Services professionals in connection with your application.

You have the right to request any data held about you, the right to have inaccurate data corrected, the right to restrict or object to the processing of your data and the right to data portability in certain circumstances.

Your information will be retained for 5 years following cancellation of your application, or 5 years following the termination of your tenancy agreement if rehoused.

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**East Ayrshire Council Housing Offices**

**North West Kilmarnock**
Western Road, KILMARNOCK, KA3 1NQ
Tel: 01563 555 670

**Kilmarnock Central and South**
Council Offices, John Dickie Street
KILMARNOCK, KA1 1BY
Tel: 01563 576 618

**Irvine Valley and Ballochmyle**
Council Offices, John Dickie Street
KILMARNOCK, KA1 1BY
Tel: 01563 554 664 or 554 653

**Cumnock**
Rothesay House, 1 Greenholm Road
CUMNOCK, KA18 1LH
Tel: 01290 427 727 or 01290 427 728

**Doon Valley**
Dalmellington Area Centre, 33 Main Street
DAMLELLINGTON, KA6 7QL
Tel: 01292 552 887

**SEARCH Partner Landlords**

**Atrium Homes**
14 Central Avenue, Shortlees, KILMARNOCK, KA1 4PS
Tel: 01563 528 816

**Cunninghame Housing Association**
42 Campbeltown Drive, KILMARNOCK, KA3 1JX
Tel: 01294 607 550

**Irvine Housing Association**
44-46 Bank Street, IRVINE, KA12 0LP
Tel: 0345 112 6600

**Shire Housing Association**
Netherthird House, Netherthird
CUMNOCK, KA18 3DB
Tel: 01290 421 130