



supportingpeople

IN SALFORD

Summary of Supporting People Subsidy Process

Block Subsidy Contracts

- This process relates to client-based subsidy payments for Block Subsidy Contracts only. Block Gross contract payments are not client-based and this process therefore does not apply to them.
- All service users in receipt of **any** amount of Housing Benefit are entitled to full subsidy for their support charge from Supporting People
- The amount of subsidy will be the contracted weekly unit cost for the service. Providers may not charge service users more than this amount.
- If a service user does not receive Housing Benefit, they may still qualify for Supporting People subsidy through a Fairer Charging assessment of what they should pay for support services, based on a means test.

New service users

The smooth processing of Supporting People subsidy payments relies on the provider informing new service users about Supporting People subsidy and helping them complete an appropriate form. There are two simple one-page forms, which providers should explain to service users, one for those who will be applying for **Housing Benefit** and one for those who would like a **Fairer Charging** assessment.

The subsidy process

- When a provider signs up a new service user, the provider should discuss with the service user how the support charge will be paid.
- If the service user will be applying for **Housing Benefit**, a consent form should be completed and sent to the Supporting People Team, who will liaise directly with the Housing Benefit section to confirm entitlement. As soon as Housing Benefit is awarded, subsidy will be put into payment.
- If the service user will not be applying for Housing Benefit, they should be informed about **Fairer Charging**. A leaflet about Fairer Charging for Supporting People services is available and providers should offer this to service users. If a service user would like a Fairer Charging assessment, a request form should be completed and sent to the Supporting People Team, who will refer the request to the charging assessment team.



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- A charging assessor will make an appointment to visit the service user in their own home to carry out the assessment. A leaflet is available explaining what the assessment involves and supplies can be obtained from the Supporting People Team.
- The charging assessor will inform the Supporting People team if the service user is assessed to pay a reduced or nil charge, and subsidy will then be paid.

If the service user will be paying their own charge, neither form is required