

## **Targeted Short Breaks (TSB) Allowance Scheme 2025/26 Terms and Conditions**

This TSB allowance runs from 1<sup>st</sup> April 2025 until 31<sup>st</sup> March 2026

**Please read carefully as instructed in your online application**

### **1. General**

- 1.1 You are responsible for only using the allowance to provide your child with special educational needs and disabilities (SEND), access to activities that also give you a short break from your caring responsibilities.
- 1.2 The allowance must not be used to purchase items, goods or services that do not provide leisure activities for your child and a short break for you.
- 1.3 The allowance must not be used to fund family activities, outings or holidays.
- 1.4 The allowance can be approved for up to 12 months, running from the 1st of April to the 31st of March every year. Allowance applications agreed during the year will be paid on a pro-rata basis.
- 1.5 Allowances agreed for a young person who will turn 18 years old during the year will be on a pro-rata basis up to their birthday.
- 1.6 Agreed allowances will be paid on to a pre-paid card and delivered by post to the address on the application.
- 1.7 You will not be able to make cash withdrawals from an ATM with your prepaid card. If this causes you any difficulty you will need to contact the short breaks team. Contact details at the bottom of the page.
- 1.8 You can choose which activities you purchase for your child, as long as they are in line with **1.1** and **1.2** of the terms and conditions.
- 1.9 The allowance must not be used to pay for transporting your child to and from an activity. You will be responsible for arranging this.  
  
However, it can be used if transport forms part of the activity for your child. e.g. if the activity is going on a train, bus etc.
- 1.10 The allowance must be used by the end of the year 31st March 2026. The council will recoup any unspent funds at the end of the year.  
  
You will be notified of this in advance.

## **2. Monitoring & Record Keeping**

- 2.1 You are responsible for using the allowance appropriately as set out in these terms and conditions.
- 2.2 The council will carry out monthly monitoring and audit checks of allowance expenditure.
- 2.3 As part of these checks, you may be asked to provide proof of expenditure in the form of receipts, invoices, timesheets or any other documents that can show the spend details.
- 2.4 You must keep all records of spend as in **2.3**. The council may request to see these at any point during the funding year and up to 12 weeks after.
- 2.5 If not asked to provide any of the documents in **2.3** for monitoring and audit, you may dispose of them 12 weeks after the end of the allowance year on 30<sup>th</sup> June

## **3. Inappropriate Spend**

- 3.1 Herefordshire Council will carry out monthly monitoring of card transactions to ensure the allowance is being spent in line with these terms and conditions.
- 3.2 If potential inappropriate spend has been identified, you will be contacted by email in the first instance and asked to provide details about the transactions in question as per **2.3**. Inappropriate use of the allowance may also result in temporary suspension of the card whilst further information is sought.
- 3.3 Failure to provide information as per **3.2** may result in suspension of the card.
- 3.4 If inappropriate spend is identified, you may be requested to repay these transaction amount/s back to the council.
- 3.5 If the council is unable to confirm with you the spend has been in accordance with these terms and conditions, the card will be suspended and the allowance may be provided using a different method in future.

## **4. How your information will be used**

- 4.1 Herefordshire Council is registered under the Data Protection Act 2018 for the purpose of the TSB Allowance Scheme. Any information held by the Council will be processed securely in compliance with our [Privacy Notice](#).
- 4.2 In processing your application, your information will be shared with the following teams: All Age Commissioning, Social Care, Education, Early Years, and Finance teams and the pre-paid card provider. Further information relating to your rights under the [Data Protection Act](#) can be found on our website.
- 4.3 The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering. We will also carry out a Know Your Customer (KYC) check to verify your identity.

Following this check, you may be asked to provide proof of identity and address. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website [here https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice](https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice)

## **5. Herefordshire Council contact details**

Short Breaks – All Age Commissioning  
**Community Wellbeing Directorate**  
Plough Lane Offices  
Hereford  
HR4 0LE  
Telephone: 01432 260123  
Email: [shortbreaks@herefordshire.gov.uk](mailto:shortbreaks@herefordshire.gov.uk)