

Targeted Short Breaks Allowance Scheme (2024-2025) Terms and Conditions
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1. General conditions

- 1.1 You are responsible for using an approved allowance only to support access to activities for your disabled child, which gives you a respite break from your role as carer.
- 1.2 The allowance cannot be used to purchase items, goods or services that do not provide activities for your disabled child and a break for you as carer.
- 1.3 The allowance cannot be used to fund family activities, outings or holidays.
- 1.4 An allowance can be approved for up to 12-months, from 1st April to 31st March. Allowances approved during the year will be on a pro-rata basis.
- 1.5 Allowances approved for a disabled young person who will become 18 during the year will be on a pro-rata basis up to their 18th birthday.
- 1.6 Approved allowances will be paid via a prepaid card account.
- 1.7 There are no fees for bank transfers, but you may be charged for other types of payments. More information about fees and charges can be found in the prepaid card guide, which you will receive with the card. Any charges made by your bank will remain your responsibility.
- 1.8 You can choose what daytime activities you purchase for your disabled child, as long as they are in line with 1.1 and 1.2 of these terms and conditions. Popular activities are horse riding, swimming, youth clubs, cinema, and numerous other leisure activities.
- 1.9 You will be responsible for transporting your disabled child to and from activities.
- 1.10 Allowances are to be used by the end of the financial year (31st March). The council reserves the right to claw back any unspent funds at the end of the financial year.

2. Records you need to keep

- 2.1 You are responsible for using the allowance appropriately, as set out in this document.
- 2.2 The council can monitor your spending online so you do not have to complete a monitoring form and send it in.
- 2.3 However, you need to keep receipts for everything you have purchased, including invoices from agencies and all records about your personal assistants, as the council may ask to see some of them.
- 2.4 You can upload all receipts and invoices directly to your online account, if you have the facilities to do so.
- 2.5 If not asked to send the form and receipts in for monitoring, you may dispose of them 3-months after the end of the funded period (30th June).

3. Inappropriate use of the Allowance

- 3.1 Herefordshire Council will check card transactions periodically to ensure funding is being used in line with these terms and conditions.
- 3.2 In cases where potential inappropriate use of the card has been identified, you will be contacted in the first instance to provide further information about the transactions in question. Inappropriate use of the Allowance may result in temporary or permanent suspension of the card and you may be requested to repay the transaction amount back onto the pre-paid card.
- 3.3 The council may discontinue payments if the card is used inappropriately and there is a failure to comply with these terms and conditions of use.

4. How your information may be used

- 4.1 Herefordshire Council is registered under the Data Protection Act 2018 for the purpose of the Short Breaks 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; Commissioning & Contracts, Social Care, Finance teams and the 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 and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. 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>

5. Herefordshire Council contact details

Short Breaks – All Age Commissioning
Community Wellbeing Directorate;
Plough Lane Offices
Hereford
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