

## **In Preparation for your financial assessment**

Most adult social care services are means-tested. People who are assessed as eligible for care services from local authorities are expected to contribute towards their care, if they are assessed as being financially able to pay. This charge is calculated by way of the financial assessment process.

A financial assessment form will be sent to you once your care needs are determined for completion. **To assist you in completing the financial assessment form in full and correctly**, you may find it helpful to locate the following financial information in readiness for the form arriving:

### **Legal representative:**

If any of the following are in place you will need to provide a copy of the full document:

- Power of Attorney,
- Lasting Power of Attorney (finances)
- Court Appointed Deputy
- DWP appointeeship

If in the process of registering a Power of Attorney or obtaining Deputyship a copy of confirmation/ acknowledgement letter from Court of Protection should be supplied.

### **Owned home:**

- Ownership/Deeds (required for residential care only).
- Land Registry title number or a copy of the title deeds if unregistered.
- Any related trust document.

### **Property previously owned:**

- Copy of the net proceeds statement / completion statement / transfer documentation.

### **Property owned other than main residence:**

- Land Registry title number or a copy of the title deeds if unregistered.
- Details of mortgages, equity release, loans or other legal charges secured against the property.
- Any rental income details from your property (if applicable).
- Buildings Insurance documentation detailing the annual cost, the address covered, the period of cover and whether buildings or buildings & contents.
- Recent valuation

### **Capital/Savings:**

- Full statements/passbook copies for every account that bears your name, including any accounts that have a Nil balance, whether jointly or in your sole name including: current, savings, ISA, Investments and Post Office Card Account. Also any accounts that hold money for you, even if they are not in your name.  
We require statements covering:
  - The 3 months period prior to admission into the residential care home or
  - Three months prior to the financial assessment referral date.
- Details of any gifts or money, capital or assets with supporting documents eg property transfer documents, bank statements etc

### **Shares:**

- Shareholding certificate or dividend statement showing type and number of shares held (we can calculate the value).

### **Premium Bonds:**

- Holder statement showing sum held or
- All of the individual bonds held if no holder statement is available.

**Bonds:**

- Savings / investment bonds showing the value and demonstrate if the bond is life assured.

**Income:**

- Wage slips, Tax returns, Business accounts for last tax year
- Tax Credit award notification (If applicable).
- Benefit award notification letters from the DWP including disability benefits, ESA, Universal Credit, State Pension and Pension Credit.
- Award notification letters paid by the Veteran Agency such as War Pension or Armed Forces Independence Payment.
- Private and Occupational pension notification letters,
- annuity statements
- Pension deferment letter
- Latest pension pot statement
- Personal injury award statement
- Health insurance document and any correspondence relating to claims made

**Expenditure:** (the expenditure items will *only* be required if your care needs are determined as care at home, or in exceptional circumstances for short term care in a residential home):

**Rent** – Full rent breakdown and, if in payment, Housing Benefit notification and breakdown

**Council Tax** – full annual bill and, if in payment, Council Tax Support statement and breakdown

**Mortgage** – full mortgage / equity release statement detailing the original loan amount, the outstanding balance and any monthly payment

**Buildings insurance** – Policy cover sheet detailing the annual cost, the address covered, the period of cover and whether buildings or buildings & contents.

**Water costs** – if metered, 12 months of water bills showing actual usage (not estimated) or the latest annual statement showing projected usage.

**Heating costs** – 12 months of heating bills showing actual usage (not estimated) or the latest annual statement showing projected usage.

**If you were previously paying for the full cost of your care or chose not to disclose your finances you will need to supply the following information in addition to the above information:**

- Copies of bank statements, investments, and savings dating back to when you first received chargeable services, or started to fund your own care services, or when you first entered the care home funding yourself (or hospital).
- Previous addresses and evidence of tenancy if you did not own a property.
- Care Home contracts / fees / invoices to demonstrate your self-funding rate.
- Payments made for privately arranged care services/care home (bank statements would suffice).
- Completion statements if you previously owned properties.
- Details of any property owned which was not your main home.

**Declaration section** – please ensure this is fully completed with signatures and boxes ticked as appropriate

**Please note – this list is not exhaustive. Copies of the above information will need to accompany your financial assessment form when you submit it. Please do not send original documents as we are unable to return them.**