



Agreement form guidance notes

Your step-by-step guide to
completing the agreement form



**independent
living fund**

Making choice real for disabled people

About the Independent Living Fund

The ILF may make payments to disabled people to be used towards the cost of them employing personal assistants or using a care agency to give them personal care and domestic assistance.

The money comes from the Government and it enables people to live at home with choice and control over the assistance they receive.

To get payments from the ILF, you need to meet certain conditions. See booklet one called “What is the Independent Living Fund” for more information.

The Independent Living Fund is an Executive Non-Departmental Public Body (ENDPB) of the Department for Work and Pensions.

What are these guidance notes for?

As we want to be able to process your agreement form as quickly as we can, we have issued these notes to help you fill it in properly.

If the agreement form is not filled in properly it may affect your payments from us.

What is the agreement form?

The agreement form is part of the application process. You need to fill this form in and return it to us before your payments can start. It asks you, or the person who will take responsibility for your ILF award, to:

- Accept the obligations that go with receiving ILF money.

These obligations are explained in our booklets and in your offer letter(s).

- Notify us of any change in your circumstances that may affect your ILF award. Booklet three called “Your money” tells you more about the agreement form and how and when you receive your money.
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General guidance

- If you are only changing the bank account that ILF money are paid into, you only need to complete sections A, E, F, G and (where applicable) H.
- If you make a mistake, the person who is signing the agreement form should cross through and initial the mistake. You must not use correction fluid on the agreement form.

Other queries about the agreement form?

If you have any problems filling the form in, please contact your caseworker on 0845 601 8815, who will be happy to help you complete it properly.

Once you have filled in the form, please send it to -

Independent Living Fund
Equinox House
Island Business Quarter
City Link
Nottingham
NG2 4LA

We will now take you through the process of completing the agreement form from section A to section H

SECTION A

You must write here the user's name. This is the person who needs the care from the ILF.

You must also enter the user's ILF reference number. This can be found on the top right-hand corner of all our letters.

SECTION B

Enter here the weekly amount of money you will need from the ILF to pay for your ILF care package only.

If you have received more than one offer from the ILF, you should enter the weekly amount of money you will need for each of the offers you are accepting.

When entering the weekly amount of money you need, do not include your own contribution towards your ILF care. The 'Our Calculation' sheet that we sent with your offer letter(s) will show your own assessed contribution.

SECTION C

You must write the exact date that the amount in section B needs to be paid from.

If this is your first application to the ILF, write the date when your ILF care started or will start.

If you are already a user, enter the date that your care costs changed or will change.

SECTION D

You need to tell us about the type of care you are employing by ticking the relevant box/boxes.

You must write down the names and addresses of all the domiciliary care agencies and/or private day centres.

For further information about personal assistants, including the differences between employed and self employed personal assistants, please see booklets four and five.

SECTION E

You are allowed to have up to the value of four weeks of your normal award left in your bank account as a contingency fund. You are also allowed to hold back some of your money to pay for:

- Tax and national insurance contributions for a personal assistant employed by you with ILF money
- Holiday pay for a personal assistant employed by you with ILF money

If you still have money left over that you have not spent you need to return this to us. Please send a cheque made payable to 'ILF' to our address provided at the back of this booklet.

It is important that you put the user's reference number on the back of the cheque.

For further information about unspent money, please see booklet five called "Your responsibilities".

If you are unsure as to how much money needs to be returned, please contact us and we'll be happy to help you.

SECTION F

You need to provide us with full details of the bank account you want ILF money to be paid into.

You need to complete section F, even if your bank account has not changed.

The bank account details we require can be found on a bank statement, cheque book, paying-in book or by contacting your bank.

Please note that we cannot pay into an account that someone employed with ILF money has access to.

SECTION G

The Declaration must be signed and dated by the person who is accepting responsibility for the overall management of the ILF award.

If you are unable to physically sign the Declaration, then either:

- Use a recognised mark/stamp.
- Ask a witness to sign on your behalf.

The witness needs to clearly state below the signature that they are signing on your behalf due to you being unable to physically sign, but you will be accepting full responsibility for the management of the ILF award.

SECTION H

If someone else has accepted responsibility for managing the ILF award, then we need their full details entering here.

We will also need to know whether that person is legally appointed to look after your affairs. See booklet two called “Your application”, for more information about this.

Available formats

This booklet is also available in the following formats:

■ Braille

■ Audio

■ Large print

هذا الكتيب متاح أيضا باللغة العربية .

এই পুস্তিকাটি বাংলাতেও পাওয়া যায়।

這本冊子還可以提供于粵語版本

本手册有简体中文版本

આ લઘુ-પુસ્તક ગુજરાતીમાં પણ ઉપલબ્ધ છે.

यह छोटी पुस्तिका हिन्दी में भी उपलब्ध हैं।

ਇਹ ਵਿਤਾਬਚਾ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਉਪਲਬਧ ਹੈ।

Buugan waxaa sidoo kale lagu heli karaa Af-soomaali.

یہ کتابچہ اردو میں بھی دستیاب ہے۔

Mae'r llyfryn hwn ar gael yn y Gymraeg hefyd.

Contact us

Tel: 0845 601 8815 or 0115 9450 700
Fax: 0115 945 0945
Textphone: 0845 601 8816
Email: funds@ilf.org.uk
Web: www.ilf.org.uk

Address: Equinox House
Island Business Quarter
City Link
Nottingham
NG2 4LA

This booklet is not legal advice, and although it does not deal with your specific situation, it does set out how to complete the agreement form. Any figures or references to documents are correct at the time of issuing. The ILF reserves the right to update this booklet from time to time.



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