



Caring for someone?

What you need to know about
arranging a Short Break.



Who is a carer?

A Carer is anyone who cares, unpaid, for a friend or family member, neighbour or loved one, who due to age, illness, disability, a mental health problem or substance misuse or other issues cannot live day to day without their support.

What is a short break?

A short break is when you and the person you care for are supported to have a valuable break from the normal routines and demands of the caring role. It is provided if the person you care for is eligible for support from the council and you require a break from your caring role.

How do I know the person I care for can receive short break care?

A social care assessment will be completed for the person you care for to find out what needs they have and to consider what options of support are available for them. These options may include receiving short breaks.

After the assessment, if it has been agreed that short break care is required, a discussion will take place with you and the person you care for to look at options of how the short break will be taken. This will be detailed in the Care and Support Plan of the person you care for.

To arrange a social care assessment for the person you care for please contact the Customer Access Service on 0300 123 6720.

Where can I use short break care?

Short breaks can include day, evening, overnight or weekend support which can take place in the home of the person you care for, in the home of an approved carer, in a community setting or in a residential or nursing home.

It will not necessarily be a direct replacement of the care being offered by you, although it will meet the needs and outcomes of the person you care for.

How can I organise short break care?

After the social care assessment, if it is agreed that short break care is required, a discussion will take place with the social care worker to see how the person you support or you would like to organise the short break care. The chosen option will be detailed in the Care and Support Plan of the person you care for.

There are three different ways Short Breaks can be arranged:

Rolling Short Breaks – At the time of the social care assessment, you or the person you care for may already have a preferred care provider in mind to provide the short break care. Alternatively, you or the person you care for can be supported by Lancashire County Council to find a care provider. The chosen short break care provider will be detailed in the Care and Support Plan of the person you care for. You will contact the care provider directly to arrange the short breaks as required throughout the year. This provides you and the person you care for with flexibility. There may be times however on contacting the chosen care provider, that they have limited availability to accommodate your request for a short break on your given dates. If this happens, Lancashire County Council can support you to identify an alternative care provider.



If you wish to use services provided by Lancashire County Council's Care Services, Adult Provider Short Break Services or Shared Lives Service, your short break care will need to be arranged via the Rolling Short Break option.

Planned Short Breaks - If you and the person you care for do not know your short break care provider and do not wish to be supported to find one at the time of your assessment, you may prefer to choose this option. You will need to contact Lancashire County Council when you know the dates your short break is required. You can then be supported by the Care Navigation Service to source an available care provider.

Direct Payments for Short Breaks – If this option is chosen, then the person you care for or their representative will receive a sum of money from the council to spend in line with the person's Care and Support Plan, enabling you to have a break from your caring role and ensuring that the needs of the person you are caring for are met safely and legally. The direct payment provides flexibility and control of when and how the short break is taken. For example, it may be used for a short break in residential care, or to have a care agency come in and help, or to employ a personal assistant to provide support. Having a direct payment does come with responsibilities of being an employer and being responsible for paying wages, as well as keeping records and organising the short break care needed. Lancashire Independent Living Service (LILS) will offer support and advice in setting up the direct payment for short breaks.

How will I know how much Short Break Care I have and how will I keep track?

The amount of short break care will be agreed with you and the person you care for at the time of the social care assessment. This will be detailed in their Care and Support Plan by the social care worker. It is important for you, or the cared for person to keep a record of the allocation that has been agreed for the year and when this is used to ensure that the short breaks allocation is not exceeded.

Paying for Short Breaks

The person you care for will be financially assessed in accordance with the non-residential charging policy to understand whether they will need to pay a contribution towards their short breaks based on their individual circumstances.

If the person you care for has more than £23,250 in savings or does not wish to complete a financial assessment, they will be required to pay the full cost of their short break care.

Following your financial assessment, you will be advised of your assessed contribution towards your short break.

Rolling Short Breaks – the person you care for will be invoiced by LCC for their assessed contribution to cover the periods when a short break has been used during the year.

Planned Short Breaks- the person you care for will be invoiced by LCC for their assessed contribution to cover the periods when a short break has been used during the year.



Direct Payment for Short Breaks- the person you care for will receive the annual amount of money allocated for the short breaks onto their prepayment card. The assessed contribution of the person you care for will then be deducted from the prepayment card. The person you care for will need to transfer their assessed contribution onto the pre-payment card to ensure they have sufficient budget for their short breaks.

Where third party top-up payments are applicable:

Some residential and nursing homes charge a third party top up payment. This is the difference between the local authority fee and the fee which the care home has requested. The top-up fee cannot be paid by the person you support. You, a family member or friend can agree to pay this extra sum of money on top of the fee that the care home receives from the council and in addition to the amount paid by the person you care for. The third party person must be willing and able to make the payment for the period of the short break where it applies. Lancashire County Council can support you in finding a short break care provider and will inform you of whether a third party top up payment is applicable.

Rolling Short Breaks –The third party top-up payment is paid directly to the care home by the third party payee.

Planned Short Breaks– LCC process the third party top-up agreement which is signed by the person who will be paying the top up payment. LCC will invoice the third party payee for the agreed amount for the period of short break used.

Direct Payment for Short Breaks – The third party top-up payment is paid directly to the care home by the third party payee.

When is short break care not appropriate to use?

Where you are unexpectedly unable to provide the support to the person you care for, for example, in an emergency situation, ill health or where something has happened which has led to carer breakdown, this would not be time to use your short break care. Depending on the circumstance, this would be classed as a short term care arrangements based on the cared for person's care act eligible needs.

How do I renew Short Breaks?

Towards the end of the 12 month period since the social care assessment, you or the person you support will need to contact the Customer Access Service to request renewal of the short break care. Any unused short break allocation will not be carried forward to the next year. If there has been no change in the needs of the person you support, the short break allocation will be renewed for a further year. If there are any changes in the needs of the person you support, a review or reassessment will take place.

The Customer Access Service can be contacted on 0300 123 6720.

Support for Carers – The Lancashire Carers Service

The Lancashire Carers Service can provide you with information and advice on a wide range of specialist support services to help you in your role. The Lancashire Carers Service can be contacted on 0345 688 7113 option 2 in the North and Central area and option 1 in the East area.

