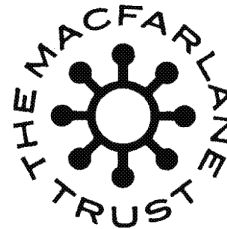


# CONFIDENTIAL



## GRANT ALLOCATIONS POLICY

FOR PROFESSIONAL USE

Payments from the Trust will be of two kinds:

- 1 Single payments
- 2 Regular payments – towards the cost of heating, diet or laundry, etc.

### Single Payments

Single payments will cover a wide range of items within the terms of the Trust Deed. Payments must be related to need, but this does not mean only financial need. Help is often needed to relieve the stress of living with HIV infection and payments will be made where there is such a need. Holidays or family outings are two examples, but there are many other things which could be considered. There will be payments to assist with costs related to managing illness and maintaining good health; examples of these would be clothing, bedding, washing machines or driers.

Single payments will be made on the basis of need in a broad sense, not based on income. Many families which seem "better off" find that their standard of living has fallen, giving rise to difficulty. It is hoped that these families will make application to the Trust, when there is a need.

### Single payments will be available to:

- a People with haemophilia who are HIV positive, and to the families and dependants of these people.
- b Wives and children of those people who had haemophilia, were HIV positive and who have died. Children will be eligible for single payments until they complete full-time education, or reach 18 years, whichever is later.
- c Parents caring for a son with haemophilia who is HIV positive, provided the son lives with them. If the son has died, payments may be made where the need is related to HIV.

All grants are authorised by the Allocations Sub-Committee of the Trustees, which normally meets once each month. However, this Committee has delegated authority to the Administrator and Social Worker to make immediate payments of up to £500 which fall within certain guidelines.

Requests for larger sums or which fall outside the routine guidelines will be dealt with at the next monthly meeting, except in extreme urgency when special arrangements can be made for early payment.

Payments will not be made for items normally provided by the local authority or Department of Social Security. In the case of funeral costs, single payments will be considered for reasonable costs not covered by Social Fund Payments, and also towards the cost of providing a simple headstone.

Payments from the Trust will not affect entitlement to Social Security benefits and need not be declared to the Department of Social Security. Claimants applying to the Social Fund shall not be asked about payments from the Trust, nor should they be told to apply to the Trust instead of the Social Fund.

**Frequency of payment – each application will be considered on its merits, therefore there will be no restriction as to how often a person may apply.**

Applicants may ask that a decision be reviewed. Review will be by the full board of Trustees.

### Regular payment

This system of payments is intended to top-up the income of people on low income, whether from low wages or from benefits. It is aimed at assisting those people who are finding it difficult to meet the cost of heating, diet etc, particularly those on benefit who were unable to obtain an additional allowance for these costs.

The regular payment is meant to relieve the constant worry over basic day to day living costs that some families are experiencing. It will be assessed on the basis of weekly income and expenditure, but will probably be paid on a monthly basis.

Regular payments will be available to people with haemophilia who are HIV positive and meet the conditions explained below. They may also be available to dependants of people with haemophilia who have died as a result of HIV/AIDS.

**People who qualify for the regular payment will still be eligible for single payments.**

The amount of the payment is based on trying to ensure that the net (disposable) income of a household will not fall below a level which allows adequate heating and diet and some balance to maintain the quality of life.

This required net income will be calculated initially on the following basis.

Householders – couple £65.00

Householder – single £45.00

Additional members of the household/family

Single adult £35.00

Children under 18 years £20.00

A figure of £35.00 will be added for each member of the family who is HIV positive.

The actual net income is the sum of money which the person, or family has to live on after deduction of housing costs, and fares to and from work. It is the "Take home" pay after deduction of Income Tax and National Insurance which is used in this calculation. Family Credit and Child Benefit will be taken into account together with income from any other source. Attendance Allowance and Mobility Allowance are not included.

If the actual net weekly income is less than the required figure, the difference (up to a maximum of £20) will be paid by the Trust. The following example should illustrate what is meant:

Mr and Mrs GRO-A have three children aged 9 years, 13 years and 15 years. Two children are HIV positive.

#### Qualifying figure for this family.

Parents – couple (householder)	£65.00	
Children – £20 x 3	60.00	
2 family members HIV positive	70.00	
		£195.00

#### Actual Income (weekly)

Take home pay	£220.00	
Child Benefit	21.75	
Total		£241.75

#### Deduct (weekly rates)

Rent/Mortgage	£35.00	
Rates	15.00	
Fares to work	10.00	

Deduct £60.00

Actual Net Income £181.75

Deduct Actual Net Income from qualifying figure	£181.75	
	£195.00	
		£13.25

In the example shown, a regular weekly payment would be made of £14.00 (ie £13.25 rounded up).

In the case of a single person living with his family, the calculation could be based either on the finances of the family as a whole, or on the financial circumstances of the person with haemophilia, taking into account his contribution towards the costs and rent or mortgage and rates. Whichever method seems most appropriate for each applicant will be used.

Initially the maximum regular payment will be £20.00 per week, the minimum will be £5.00 per week. Should a family qualify by as little as £1.00, the minimum £5.00 will apply.

#### General Notes

The qualifying figures and maximum sum of the regular payment will be kept under review to monitor the effectiveness of the system and to take account of inflation.

Decisions will be made by the Administrator and Social Worker on the basis of the guidelines set down. These decisions will be reviewed by the Trustees if requested by an applicant.

At the outset, a lump sum will be paid to those receiving a regular payment. It will be equivalent to backdating the regular payment to 16th November 1987, provided the applicant would have been eligible from the time. If the person was not eligible for all of that time, the lump sum will be adjusted and related to the point at which the applicant would have become eligible.

In the case of a person who has died, but who would have met the criteria for this payment, a lump sum will be paid to his widow/dependants, whether or not they qualify for weekly payments in their own right.

Regular payments from the Trust will not affect Social Security benefits and need not be declared to the Department of Social Security.